

ACADEMIC LIFE

Introduction

Academic Life happens in and out of the classroom, and it involves the whole community of Called College. This section of the Student Handbook is here to help you navigate the rules and processes that shape the academic experience. The guiding principles of integrity, perseverance, and commitment are behind the policies and procedures you'll read here. As you aim for academic success, we hope you'll never lose sight of the relationships you're building for a lifetime, relationships with professors and fellow students.

ACADEMIC LIFE: NUTS & BOLTS

Academic Catalog

Students are subject to policies described in this handbook as well as additional policies in the North Central University Catalog that are not covered by this guide. Students may refer to the Catalog for additional information that is not contained here. The NCU Catalog may be found through Skyline <https://www.northcentral.edu/academics/academic-catalog/>

Classroom Etiquette

To maintain an atmosphere that is conducive to education and learning for everyone, all students should observe appropriate classroom etiquette. For this reason, babies and children younger than high school juniors will not be allowed in the classrooms. Other disruptions such as cell phone calls and texts, hand-held video games and personal computer games are also considered inappropriate for the classroom. To respect the needs of those with dietary restrictions, including food allergies, Called College requests students, faculty, staff, and guests not eat in the classrooms.

Instructional Technology/Information Technology (IT)

Students will use their North Central University email account and NCU sites and apps to manage their Called College course work and academic communication. Please check your NCU email account regularly (at least once a day). *Canvas*, NCU's learning management system, is the location for all academic information. The syllabus for each course, descriptions of course assignments, and submissions of assignments are all located on Canvas. Links for Canvas and other NCU student resources can be found on the dashboard of Skyline at <https://skyline.northcentral.edu/>. Technical assistance with WIFI in the dorms or elsewhere on campus can be accessed by calling (217) 854-4885 or emailing it@calledcollege.org. For assistance with online resources, please contact the North Central University IT office by signing into [Skyline](#) and clicking on Student Resources and then clicking on Information Technology, where a list of services can be found.

Course Syllabus

Every student will receive an electronic copy of the syllabus for each course in which they are enrolled. It is the student's responsibility to read over the syllabus and understand the expectations set by the professor for the course.

Grade Change Policy

Grade changes will be accepted by the Registrar's office only in cases of documented clerical error, miscalculation, or after review by NCU's Vice President of Academic Affairs. A faculty member cannot reassess previously graded course work and submit a new grade. Reevaluation of a student's performance

is not considered a legitimate reason for a change of grade. A student may petition for a grade change through the end of the semester immediately following the one in question. Appeals are submitted to the Academic Director and then the Dean over the course in question.

Academic Integrity

General Principles

As Christians we must pursue holiness in all areas of our lives and thus consider academic honesty and ethical intellectual pursuit of primary importance in our walk with the Lord and consistent with the core values of Called College and NCU.

Definitions

Dishonesty in academic pursuits includes intentional plagiarism, cheating, or fabrication, which includes, but is not limited to, roster fraud and attendance deception. Academic dishonesty includes intentionally helping or soliciting another to commit an act of academic dishonesty.

Plagiarism is commonly defined as intentionally using the words, phrases, or ideas of another person as if they were your own. Direct quotations must be properly identified and cited. Standard protocols for acknowledgement of sources are required when material from another source is copied directly, paraphrased, or summarized in an academic assignment. Any material drawn from Artificial Intelligence (AI) must be documented in the same way that other print or online sources are to be documented.

Called College views plagiarism as a serious offense. It is against the broader rules of scholarship within the North American scholarly community to use the ideas or words of another person without giving that person credit. Whether the other source is a textbook, another book, an article, a friend, a blog, or a website, students should indicate clearly that another source has been used and precisely what elements of the work being submitted are drawn from that source.

Fabrication is “intentionally falsifying or inventing any information or citation on any academic exercise” (UM Policy & Procedure Manual, 2003), therefore “invented” information may not be used in any assignment or classroom exercise.

Roster Fraud and Attendance Deception is intentionally or knowingly signing or otherwise indicating another student’s presence in a class when he or she is not present. This is a form of “fabrication” or lying and constitutes academic dishonesty.

Multiple Submissions

Students are prohibited from submitting parts or all of a paper in multiple classes. Students must not change and resubmit previous academic work without prior permission from the instructors over the course in which the work was previously submitted and the course in which the work, in whole or in part, will be submitted.

Violations and Response

Any verified violation of the academic integrity policy will result in action fitting the gravity of the offense and may range from grade reduction to failure on an individual assignment to failure for an entire course. Compounding the situation with multiple occurrences, further dishonesty, or other violations may result in more serious consequences. In extreme cases, violations of academic integrity may result in dismissal from Called College. All documented violations of academic integrity will be kept on record in the office of the Academic Director and in the student’s conduct file.

First Offense Procedures

The Academic Director should be notified of any documented violation of academic integrity. Determination of appropriate sanctions for an individual violation will be left with the instructor in consultation with the Academic Director. In most cases, a grade of F will be given on the individual assignment and/or a requirement that the assignment be resubmitted.

Multiple or Repeated Offenses

A violation of the academic integrity policy more than once within the same course may result in a failure for the course. If a student commits a violation of academic integrity in multiple courses, sanctions may vary from simple warning to grade reductions, to dismissal. If a student is dismissed, he/she is not able to return for one entire semester following the dismissal.

Non-Discrimination Policy

It is the policy of Called College and North Central University not to discriminate on the basis of sex, race, color, or national origin in its educational programs, admissions, activities, or employment practices. Inquiries regarding compliance with Title IX of the 1972 Education Amendments (sex discrimination) may be directed to the Title IX Coordinator **Stephanie Crosby** [slcrosby@northcentral.edu]. See [the NCU Sexual Misconduct/Title IX policy](#) for more details.

Called College and North Central University are committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). All ADA requests are routed through the [Student Success Center](#).

Probation/Dismissal/Readmission

Students who fail to earn the minimum cumulative grade point average will be put on academic probation (see page 38 in the [Academic Catalog](#)). Students who do not return to Good Academic Standing after their second term will be placed on Academic Provisional Continuance. Students may be academically dismissed for low academic performance, as outlined in the Academic Catalog. Students on academic probation may not qualify for financial aid.

The maximum academic load for students who are on any probation status is 16 credit hours. Students on academic probation require special permission to enroll in online courses until they are once again in good academic standing. Students who have been academically dismissed are allowed to reapply after one semester and to return with the permission of the Admissions Committee. The petition to return must present specific evidence that the student is now able to successfully complete college course work. Ability to successfully complete college course work must be documented by completing a minimum of 6 credit hours of college-level work at an academic institution other than Called College or North Central University with a minimum GPA of 2.0. Students who return after dismissal will return on a Provisional Continuance Status.

Students who find it necessary to withdraw from Called College should contact the Academic Director. After meeting briefly with the Academic Director, the student must complete a Withdrawal Form. The Withdrawal Form guides the student to the campus offices involved in discontinuing the student's enrollment. Returning keys and identification cards is also part of this process. The completed Withdrawal Form must be returned to the Director of Student Life. The date of notification of withdrawal serves as

the date used to determine refunds to the student. Return of financial aid is based on the student's last verified date of attendance.

If a student is unable to complete the withdrawal process in person, a student may call or e-mail the Academic Director to initiate withdrawing from the College. If a student withdraws or is dismissed from North Central University, the student may be eligible for a refund of a portion of the tuition, fees, and housing costs paid to North Central University for the semester. The University and/or the student may also be required to return a portion of the federal funds awarded to the student. If the student received financial assistance from outside of the family, a portion of the refund may be returned to the grant, scholarship, or loan source from which the assistance was received.

North Central University's Refund Policy exists for calculating the refund of the institutional charges. The federal "Return of the Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving federal aid other than Federal Work Study if that student withdraws on or before the 60% mark of the semester. The student may also receive a refund of institutional charges through North Central's refund policy. The amount of refund or institutional charges will be the greater of the amount the school must return to federal Title IV programs or the amount determined by North Central's policy. North Central's full [Refund Policy and Refund Schedules](#) are available on the NCU website.

This refund policy does not pertain to students who are dropping individual courses and are still in attendance at Called College.

ACADEMIC LIFE: SERVICES & RESOURCES

Academic Success Center (ASC)

Student Accessibility Services:

Called College and North Central University are committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Called College and North Central University provide reasonable accommodations for students with disabilities on an individual and flexible basis. It is the responsibility of the students with disabilities to seek available assistance and make their needs known to the Academic Director, who can point students to the NCU office that manages students' accommodations needs.

T. J. Jones Library at North Central University

The T. J. Jones Library provides resources and innovative services to stimulate learning, creativity, and curiosity in support of Called College and the North Central University community. In addition to collections of print materials and DVDs, the library offers access to a robust assortment of subscription-based electronic resources, including aggregated, searchable databases of scholarly, full-text articles, journals, and other publications suitable for use in academic research. One-on-one reference and research assistance is available to students and faculty. Details regarding the library's collections and services can be found at the library's website: libguides.northcentral.edu.

Interlibrary Loan

Interlibrary Loan is a cooperative agreement between libraries to facilitate the exchange of resources. The T. J. Jones Library participates in Interlibrary Loan and extends this service at no charge to current Called

College students and faculty. Detailed information regarding Interlibrary Loan can be found under the Services tab at libguides.northcentral.edu.

eBooks and Digital Access Options

The T.J. Jones Library is continually purchasing eBooks for multi-user access. Please connect with library services to determine electronic book availability and other digital options especially for courses delivered via online format.

Preaching Lab

The Preaching Lab in Room 204 of the Activities Center has many references and resources for preparing sermons and course assignments. The reference materials, such as commentaries, dictionaries, and encyclopedias are for use in the Preaching Lab and should not leave the Lab. Other reading materials like biographies and leadership books are available for students to check out and use outside the Lab. In addition, the Lab provides study space for individual study and group collaboration.

Complaint Policy

A complaint is considered either a concern or a complaint about a staff, faculty, or administrator's actions. Most complaints can be resolved by following the informal process, which includes discussing the matter with the staff, faculty, or department in which the issue originated or by speaking with the Director of Student Life directly. If a complaint is unresolved after following the informal complaint process, the student may follow the formal complaint process which is officially documented by the Director of Student Life. The complaint will then be submitted to the appropriate staff or faculty, and the Director of Student Life will ensure the appropriate follow-through on the student's behalf.

ACADEMIC LIFE: STUDENT RECORDS POLICY

Notice of Student Rights under the Family Educational Rights and Privacy Act (FERPA)

Called College and North Central University comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides certain rights to students regarding their educational records. All students are protected under this act from the time they begin attending classes at Called College, regardless of age or minor status. Each year Called College and North Central University are required to give notice of the various rights accorded to students pursuant to FERPA. In accordance with FERPA, you are notified of the following:

Right to inspect and review educational records. You have the right to review and inspect substantially all of your education records maintained by or at Called College and North Central University within 45 days of the day the College or University receives a request for access.

A student who wishes to inspect education records should submit a written request to the Registrar identifying the record(s) the student wishes to inspect. The Registrar or appropriate designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the Registrar's office, the Registrar shall advise the student of the correct University official to whom the request should be addressed.

Right to request amendment of education records. You have the right to seek to have corrected any parts of an education record that you believe to be inaccurate, misleading, or otherwise in violation of your right to privacy.

A student who wishes to ask North Central University to amend a record should submit a written request to the Registrar, which clearly identifies the part of the record the student wants changed and specifies why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, after a hearing, the University decides not to amend the record as requested, the student has the right to submit a personal statement in which they contest the accuracy of the record, which will become a part of the student's academic file alongside the disputed record.

Right to give permission for disclosure of personally identifiable information. You have the right to provide written consent before the College or University discloses personally identifiable information from your records, except to the extent that FERPA and the regulations regarding FERPA authorize disclosure without your permission.

Right to withhold disclosure of “directory information.” FERPA uses the term “directory information” to refer to those categories of personally identifiable information that may be released for any purpose at the discretion of Called College and North Central University without notification of the request or disclosure to the student.

Under FERPA you have the right to withhold the disclosure of the directory information listed below. Please consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform Called College and North Central University not to release directory information, any further request for such information from persons or organizations outside of Called College and North Central University will be refused. “Directory information” includes the following:

- The student’s name;
- The student’s address;
- The student’s telephone number;
- The student’s institution-issued e-mail address;
- The student’s date and place of birth;
- The student’s class standing;
- The student’s course of study;
- The student’s participation in officially recognized activities and sports;
- The student’s degrees, honors, and awards received;
- The weight and height of members of athletic teams;
- The student’s dates of attendance;
- The most recent previous educational agency or institution attended by the student; and
- The student’s photograph.

Called College and North Central University will honor your request to withhold all Directory Information but cannot assume responsibility to contact you for subsequent permission to release it. North Central University assumes no liability for honoring your instructions that such information be withheld. FERPA Fall 2024 Block Request forms for withholding disclosure of directory information are available [here](#). If the completed form is not received prior to Sept. 15, it will be assumed that all directory information may be disclosed for the remainder of the current academic year. A new form for withholding disclosure must be completed each academic year.

Called College and North Central University disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. School officials at Called College and NCU include the following: any person employed by Called College or NCU in an administrative, supervisory, academic or research, or support staff position, or a volunteer serving in one of these positions, companies with whom Called College or NCU has contracted (e.g. attorney, auditor, collection agency), Board of Regents, or students serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. Information will only be disclosed to school officials if they have a legitimate educational interest to access the information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College or University. Upon request, the College or University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Release of Educational Information

No additional educational information will be released, except to the extent that FERPA authorizes disclosure without consent, without the explicit written consent of the student. Requests for the University to release student educational information must be in writing and must explicitly indicate what information is to be released and to whom.

Right to complain to FERPA Office

- You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 600 Independence Ave S.W. Washington D.C., 20202, if you believe that North Central University has violated the Federal Educational Rights and Privacy Act.
- You have the right to obtain a copy of the written North Central University policy regarding FERPA. A copy may be obtained in person from the Registrar's Office.

Notice of Possible Federal and State Government Data Collection and Use

Please see NCU's online Academic Catalog found in the Student Resources section here: <https://skyline.northcentral.edu/registrar/> for information on possible Federal and State Government use of your personally identifiable information.

Academic Grievance Procedure

Academic appeals for course grades, status in programs, and academic dishonesty are handled in the following manner:

The faculty member is the main voice regarding course policies, expectations, or grading. Students who believe they are treated unfairly in their academic experience should make every effort to resolve the issue with the faculty member. If students believe they have been treated improperly, they will seek to resolve the manner, first with the professor, then with the Academic Director.

If, after a discussion with the professor and the Academic Director, a student still thinks he or she is being treated unfairly or not in keeping with announced academic policies, that student may appeal in writing to NCU's office of Academic Affairs by submitting an [Academic Petition](#). The written appeal must be received by the Registrar within three weeks after making the attempt to resolve the issue with the professor or Academic Director.

Called College Schedule
 Fall 2023
 (Sample)

Time	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:20-9:30	<i>PMIN 231</i> (Personal Formation) Rm 203	<i>THEO 210</i> (God & the Gospel) Rm 204	<i>PMIN 231</i> (Personal Formation) Rm 203	<i>THEO 210</i> (God & the Gospel) Rm 204
9:40-10:50	<i>ENG 124</i> (Rhetoric & Research) Rm 202 <i>BIBL 127</i> (New Testament) Rm 204	<i>BIBL 126</i> (Old Testament) Rm 202	<i>ENG 124</i> (Rhetoric & Research) Rm 202 <i>BIBL 127</i> (New Testament) Rm 204	<i>BIBL 126</i> (Old Testament) Rm 202
11:10-Noon	CHAPEL	CHAPEL	CHAPEL	Student-Led Chapel
	Break for Lunch	Break for Lunch	Break for Lunch	
1:15-2:45	<i>MATH 110</i> (Personal Finance) Rm 201		<i>MATH 110</i> (Personal Finance) Rm 201	
2:45-3:40			PRACTICUM	

Called College Fall 2024 Courses and Required Textbooks

BIBL 126 Old Testament History & Literature

- A Bible in a modern translation (NASV, NRSV, NIV, NKJV, ESV, etc.), not a paraphrase.
- Walton, John H. and Andrew E. Hill. *Old Testament Today*, 2nd Edition. Grand Rapids: Zondervan, ISBN: 9780310498209.
- Lamb, David T. *God Behaving Badly: Is the God of the Old Testament Angry, Sexist and Racist?* Downers Grove: IVP, 2011. ISBN: 978-0-8308-3826-4. Available no charge as unlimited user e-book through the NCU Library:
<https://ezproxy.northcentral.edu/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=579885&site=ehost-live>

BIBL 127 New Testament History & Literature

- A Bible in a modern translation (NASV, NRSV, NIV, NKJV, ESV, etc.), not a paraphrase.
- Gundry, Robert H. *A Survey of the New Testament*, 5th Edition. Grand Rapids: Zondervan, 2012. ISBN: 978-0-310-49474-4.
- Longenecker, Bruce W. *The Lost Letters of Pergamum: A Story from the New Testament World*. Grand Rapids: Baker Academic, 2003. ISBN: 978-0-8010-2607-2.

ENG 124 Rhetoric & Research

No required textbooks to purchase.

MATH 110 Personal Finance

No required textbooks to purchase.

PMIN 231 Personal Formation

- Foster, Richard J. *Celebration of Discipline: The Path to Spiritual Growth*. Deluxe Ed. New York: HarperCollins, 2002. ISBN: 978-0060628390.
- McNeal, Reggie. *Practicing Greatness: 7 Disciplines of Extraordinary Spiritual Leaders*. San Francisco: Jossey-Bass, 2006. ISBN: 978-0787977535.
- Peace, Richard. *Spiritual Autobiography: Discovering and Sharing Your Spiritual Story*. Colorado Springs: NavPress, 1998. ISBN: 978-1576831106.

THEO 210 God & the Gospel

- Olson, Roger E. *The Mosaic of Christian Belief*. Downers Grove: Intervarsity Press, 2016.
- Grenz, Stanley J. *Who Needs Theology?* Downers Grove: Intervarsity Press, 1996.
- Wright, N. T. *Simply Good News: Why the Gospel is News and What Makes It Good*. New York: HarperOne, 2015.

AA in Pastoral Studies
Two-Year Plan

Fall Year One	Spring Year One	Fall Year Two	Spring Year Two
BIBL 126 OT History & Lit.	BIBL 127 NT History & Lit.	BIBL 220 Reading & Interpreting Scripture	PMIN 378 Pastoral Theology
ENG 124 Rhetoric & Research	COMM 152 Interpersonal Comm.	ENG 471 Faith & Mod. Lit.	Social Science Elective
MATH 110 Personal Finance	HIST 212 History of Global Christianity	GBS 112 Cultural Anthropology	Natural Science Elective
PMIN 231 Personal Formation	PMIN 240 Intro. to Church Ministries	PMIN 340 Church Admin. & Church Finance	THEO 240 Pentecostal Distinctives
THEO 210 God & the Gospel	PRAC 252 Homiletics I	*PMIN 348/350/373 (Ministry Elective)	BIBL 243 Luke/Acts
PRAC 101 Practicum	PRAC 102 Practicum	PRAC 201 Practicum	PRAC 202 Practicum

*Evangelism, Discipleship & Mentoring; Family Ministries; or Ministry of the Youth Pastor

AA in Global Studies
Two-Year Plan

Fall Year One	Spring Year One	Fall Year Two	Spring Year Two
BIBL 126 OT History & Lit.	BIBL 127 NT History & Lit.	BIBL 220 Reading & Interpreting Scripture	GBS 355 Cross Cultural Community Building
ENG 124 Rhetoric & Research	COMM 152 Interpersonal Comm.	ENG 471 Faith & Mod. Lit.	Social Science Elective
MATH 110 Personal Finance	HIST 212 History of Global Christianity	GBS 112 Cultural Anthropology	Natural Science Elective
PMIN 231 Personal Formation	GBS 210 Cross Cultural Theory & Experience	GBS 252 Cross Cultural Communication	THEO 240 Pentecostal Distinctives
THEO 210 God & the Gospel	PRAC 252 Homiletics I	GBS 352 Interpersonal Relations	BIBL 243 Luke/Acts
PRAC 101 Practicum	PRAC 102 Practicum	PRAC 201 Practicum	PRAC 202 Practicum

AA in Pastoral Studies
Three-Semester Plan

Fall Year One	Spring Year One	Fall Year Two	Transferred Courses
BIBL 126 OT History & Lit.	PMIN 378 Pastoral Theology	BIBL 220 Reading & Interpreting Scripture	Rhet. and Research English Elective Math Requirement Social Science Requirement Natural Science Requirement
BIBL 127 NT History & Lit.	COMM 152 Interpersonal Comm.	BIBL 243 Luke/Acts	
GBS 112 Cultural Anthropology	HIST 212 History of Global Christianity	THEO 240 Pentecostal Distinctives	
PMIN 231 Personal Formation	PMIN 240 Intro. to Church Ministries	PMIN 340 Church Admin. & Church Finance	
THEO 210 God & the Gospel	PRAC 252 Homiletics I	PMIN 348/350/373 (Ministry Elective)	
PRAC 101 Practicum	PRAC 102 Practicum	PRAC 201 Practicum	

Courses in Gold are out of sync with the 2-year plan and need to be taken online or by direct study.

AA in Global Studies
Three-Semester Plan

Fall Year One	Spring Year One	Fall Year Two	Spring Year Two
BIBL 126 OT History & Lit.	BIBL 243 Luke/Acts	BIBL 220 Reading & Interpreting Scripture	Rhet. and Research English Elective Math Requirement Social Science Requirement Natural Science Requirement
BIBL 127 NT History & Lit.	COMM 152 Interpersonal Comm.	GBS 355 Cross Cultural Community Building	
GBS 112 Cultural Anthropology	HIST 212 History of Global Christianity	THEO 240 Pentecostal Distinctives	
PMIN 231 Personal Formation	GBS 210 Cross Cultural Theory & Experience	GBS 252 Cross Cultural Communication	
THEO 210 God & the Gospel	PRAC 252 Homiletics I	GBS 352 Interpersonal Relations	
PRAC 101 Practicum	PRAC 102 Practicum	PRAC 201 Practicum	

Courses in Gold are out of sync with the 2-year plan and need to be taken online or by direct study

CALLED COLLEGE

Academic Calendar 2023-2024

Dates for online session classes are in italics

Fall 2023		
Monday	August 28	Online Session A Classes Begin
Tuesday	August 29	Residential (Seated) Classes Begin
<i>Wednesday</i>	<i>August 30</i>	<i>Last Day to Add Session A Online Classes</i>
<i>Wednesday</i>	<i>August 30</i>	<i>End of 100% Refund Period for Session A Online Classes</i>
<i>Monday</i>	<i>September 4</i>	<i>“W” Period Begins for Session A Online Classes</i>
Monday	September 4	Labor Day—Called College Offices closed. Online Classes Held
<i>Wednesday</i>	<i>September 6</i>	<i>End of 75% Refund Period for Session A Online Classes</i>
<i>Thursday</i>	<i>September 7</i>	<i>Refund Period Ends for Session A Online Classes</i>
Friday	September 8	Last Day to Add Seated Classes—Census
Friday	September 8	Last Day to Drop a Residential Seated Class for NO GRADE
Friday	September 8	End of 100% Refund Period for Seated Classes
Monday	September 11	“W” Period Begins for Seated Classes
Friday	September 15	End of 75% Refund Period for Seated Classes
Friday	September 22	End of 50% Refund Period for Seated Classes
<i>Monday</i>	<i>September 25</i>	<i>“WF” Period Begins for Session A Online Classes</i>
Friday	September 29	End of 25% Refund Period for Seated Classes
Saturday	September 30	Refund Period Ends for Seated Classes
Thursday-Friday	October 12-13	Fall Break for Seated Classes. Called College offices open. Online Classes Held
Friday	October 13	<i>Last Day to Submit Incomplete Grade Request for Session A Online Classes to Registrar’s Office</i>
<i>Oct-Nov</i>	<i>October 17</i>	<i>Online Student Registration/Advising for Spring Begins</i>
Friday	October 20	Session A Online Classes End
Monday	October 23	Session B Online Classes Begin
<i>Wednesday</i>	<i>October 25</i>	<i>Session A Online Grades Due</i>
<i>Wednesday</i>	<i>October 25</i>	<i>Last Day to Add Session B Online Classes</i>
<i>Wednesday</i>	<i>October 25</i>	<i>End of 100% Refund Period for Session B Online Classes</i>
<i>Monday</i>	<i>October 30</i>	<i>“W” Period Begins for Session B Online Classes</i>
Monday	October 30	“WF” Period Begins for Full-Semester Seated Classes

<i>Wednesday</i>	<i>November 1</i>	<i>End of 75% Refund Period for Session B Online Classes</i>
<i>Thursday</i>	<i>November 2</i>	<i>Refund Period Ends for Session B Online Classes</i>
<i>Tuesday</i>	<i>November 14</i>	<i>Registration Opens for Spring 2024 Classes</i>
<i>Monday</i>	<i>November 20</i>	<i>“WF” Period Begins for Session B Online Classes</i>
Wednesday-Sunday	November 22-26	Thanksgiving Break—Does NOT apply to Online Classes
<i>Friday</i>	<i>December 8</i>	<i>Last Day to Submit Incomplete Grade Request for Seated Classes AND Session B Online Classes to Registrar’s Office</i>
<i>Friday</i>	<i>December 8</i>	<i>Last Day of Seated Classes</i>
Tuesday-Wednesday	December 12-13	Final Exams—Seated Classes
<i>Friday</i>	<i>December 15</i>	<i>Session B Online Classes End</i>
<i>Friday</i>	<i>December 15</i>	<i>End of Fall Term</i>
<i>Wednesday</i>	<i>December 20</i>	<i>Final Grades Due</i>
December 18-January 15		Winter Break
<i>Mon-Tues. Dec. 25-26; Jan. 1, 2024</i>		<i>Called College Offices Closed</i>

Spring 2024		
Monday	January 15	Online Session A Classes Begin
Monday	January 15	MLK Day—Called College Offices Open, Online Classes Held
Tuesday	January 16	Residential (Seated) Classes Begin
Wednesday	January 17	<i>Last Day to Add Session A Online Classes</i>
Wednesday	January 17	<i>End of 100% Refund Period for Session A Online Classes</i>
Wednesday	January 19	<i>Last day to drop Session A Online without a grade of ‘W’</i>
Monday	January 22	<i>“W” Period Begins for Session A Online Classes</i>
Wednesday	January 24	<i>End of 75% Refund Period for Session A Online Classes</i>
Thursday	January 25	<i>Refund Period Ends for Session A Online Classes</i>
Friday	January 26	Last Day to Add Seated Classes—Census
Friday	January 26	Last day to drop Seated Classes for NO GRADE
Friday	January 26	End of 100% Refund Period for Seated Classes
Monday	January 29	<i>“W” Period begins for Seated Classes</i>
Friday	February 2	End of 75% Refund Period for Seated Classes
Friday	February 9	End of 50% Refund Period for Seated Classes
Monday	February 12	<i>“WF” period Begins for Session A online Classes</i>
Friday	February 16	End of 25% Refund Period for Seated Classes
Saturday	February 17	Refund Period Ends for Seated Classes
Monday	February 19	<i>Summer 2024 Registration for Online Courses Opens</i>
Monday	February 19	President’s Day—Called College Offices Closed—Online Classes Held
Tuesday	February 27	Online Registration/Advising Period for Fall Term Begins
Friday	March 1	<i>Last Day to Submit Incomplete Grade Request for Session A Online Classes</i>
Monday-Friday	March 4-8	Spring Break—Does NOT Apply to Online Courses Called College Offices Open
Friday	March 8	Session A Online Classes End
Monday	March 11	Session B Online Classes Begin
Wednesday	March 13	<i>Last day to Add Session B Online Classes</i>
Wednesday	March 13	<i>Session A Online Grades Due</i>
Friday	March 13	<i>End of 100% Refund Period for Session B Online Classes</i>
Monday	March 18	<i>“WF” Period Begins for Full-Semester Seated Classes</i>
Monday	March 18	<i>“W” Period Begins for Session B Online Classes</i>
Wednesday	March 20	<i>End of 75% Refund Period for Session B Online Classes</i>
Thursday	March 21	<i>Refund Period Ends for Session B Online Classes</i>
Friday	March 29	Good Friday—No seated classes; All Online Classes Held

<i>Sunday</i>	<i>April 7</i>	<i>Last day to drop Session B Online class with a grade of 'W'</i>
<i>Monday</i>	<i>April 8</i>	<i>"WF" Period Begins for Session B Online Classes</i>
<i>Friday</i>	<i>April 26</i>	<i>Last Day to Submit Incomplete Grade Request for Seated Classes AND Session B Online Classes</i>
Friday	April 26	Last Day of Classes
Tuesday- Wednesday	April 30-May 1	Final Exams—Seated Classes
Wednesday	May 1	Seated Classes and Session B Online Classes End
<i>Wednesday</i>	<i>May 8</i>	<i>Final Spring Grades Due</i>

Summer 2024		
Monday	May 6	Start of Summer Term Session A Online Classes
Wednesday	May 8	Last Day to Add Session A Online Classes
Wednesday	May 8	End of 100% Refund Period for Session A Online Classes
Monday	May 13	'W' Period Begins for Session A Online Classes
Wednesday	May 15	End of 75% Refund Period for Session A Online Classes
Thursday	May 16	Refund Period Ends for Session A Online Classes
Saturday	June 3	'WF' Period Begins for Session A Online Classes
Wednesday	June 28	Session A Online Classes End
Saturday	July 1	Session B Online Classes Begin
Wednesday	July 3	Last Day to Add Session B Online Class
Wednesday	July 3	Session A Online Grades Due
Wednesday	July 3	End of 100% Refund Period for Session B Online Classes
Monday	July 8	'W' Period Begins for Session B Online Classes
Wednesday	July 10	End of 75% Refund Period for Session B Online Classes
Thursday	July 11	Refund Period Ends for Session B Online Classes
Monday	July 29	'WF' Period Begins for Session B Online Classes
Friday	August 23	End of Session B Online Classes
Wednesday	August 28	Session B Online Grades Due