

Month	Event
July	27 W1 Intensive precourse work begins
	3 W2 Intensive precourse work begins
August	10 A First day of Fall Semester
	W1 Classes meet (Aug. 10-14)
	15 S Saturday Intensive precourse work begins
	17 W2 Classes meet (Aug. 17-21)
	18 A New Student Orientation
	24 14 First day of 14 week classes
	A Practicum Retreat
	A Payment deadline
	29 S Saturday Classes begin
	31 14 100% refund period ends at midnight*
September	1 A Fall enrollment certifications
	14 Last day to add classes (requires instructor, advisor, and dean approval)
	A Withdrawal with automatic grade of W begins (requires advisor approval)
	4 A Federal direct loan disbursement to CTS
	7 A Labor Day (NO CLASSES)
	7 14 80% refund period ends at midnight*
	14 14 60% refund period ends at midnight*
	18 A Student account credit balance issued to students
	21 14 40% refund period ends at midnight*
	28 W3 Intensive precourse work begins
14 20% refund period ends at midnight*	
October	1 A Deadline for Practicum Application
	12 14 Reading Week
	W3 Classes meet (Oct. 12-16)
	23 A Registration opens for Spring 2020
November	13 A Last day to register without a late fee
	20 14 Last day to withdraw with an automatic grade of W
	23 A Thanksgiving holiday break (Nov. 23-27)
	30 A Last day of Practicum
Dec.	4 14 Last day to file for an incomplete
	5 A Saturday Courses - Last Day
	11 S Semester Ends
Jan.	1 F Grades Due
	8 A Fall incomplete work due
	15 F Incomplete grades due

***NOTE: Dropping Classes, Withdrawing from Classes & Refund Policy**

The first week of the fall and spring semesters (until the end of the 100% refund period) will be treated as a true drop/add period. Any classes that are dropped during this period will be deleted from the student's schedule. For student aid, loans, and business accounting purposes, the number of credit hours at the end of the first week will be the criteria by which calculations and awards will be determined.

Classes dropped after the one-week drop/add period will be recorded with "W" grades, representing a withdrawal from the class. Standard Refund Percentage Schedule: Week One-100%, Week Two-80%, Week Three-60%, Week Four-40%, Week Five-20%. After Week. Five-0%.

For intensive classes the refund schedule is one day equals one week in the above schedule.

Month	Event
Dec.	14 W1 Intensive precourse work begins
	22 W2 Intensive precourse work begins
January	7 A New Student Orientation
	9 S Intensive precourse work begins
	11 A First day of Spring Semester
	W1 Classes meet (Jan 11-15)
	18 A Dr. Martin Luther King Jr. Holiday (No Class)
	19 W2 Classes meet (Tu-Sat Jan 19-23)
	23 S Classes begin
	25 A First day of 14 week classes
	25 14 Payment deadline
	A Practicum Retreat
February	1 14 100% refund period ends at midnight*
	14 Last day to add classes (requires instructor and advisor approval)
	A Withdrawal with automatic grade of W begins (requires advisor approval)
	5 A Federal direct loan disbursement to CTS
	8 14 80% refund period ends at midnight*
	15 14 60% refund period ends at midnight*
	W3 Intensive precourse work begins
	19 A Student account credit balance issued to students
	22 14 40% refund period ends at midnight*
	1 14 20% refund period ends at midnight*
March	A Deadline for Practicum Application
	14 Reading Week (Mar. 1-5)
	W3 Classes meet (Mar. 1-5)
	5 A Last day to file for graduation
	23 A Registration opens
	29 A Holy Week/Easter Break (March 29-April 2)
April	1 A Financial aid deadline for 2020-21 academic year
	15 A Deadline DMIN dissertation/projects (Examinor copy)
	20 A Last day to register without a late fee
	24 14 Last day to withdraw with an automatic grade of W (requires instructor approval)
	26 A Last day of Practicum
	27 A Deadline MTS thesis submitted to committee
May	1 S Saturday Courses - Last Day
	4 A Last day to file for an incomplete
	14 A Semester Ends
	14 F Graduate grades due
	17 A Summer Practicum Retreat
	22 A Commencement
June	24 A Summer classes begin
	29 F Grades Due
	8 A Spring incomplete work due
12 F Spring incomplete grades due	
July	26 A Last Day of Practicum/ Internship Groups

Key

- A** All
- F** Faculty
- 14** 14 Week Courses
- S** Saturday Courses
- W1** Week Intensives 1
- W2** Week Intensives 2
- W3** Week Intensives 3