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SUMMARY OF CHANGES

This document has been revised to conform to current practice. The paragraphs describing the convocation, reading days and registration periods (new student, open and late periods) have been eliminated.

1. Definitions:

1.1. Academic Calendar - An official list of dates and deadlines published in the Graduate School Catalogue and on the website for the Registrar's Office. At a minimum, the academic calendar specifies the dates for terms, enrollment periods, examination periods, holidays, periods which classes are not in session, theses/dissertation deadlines, graduation dates, and commencement.

1.2. Commencement - The graduation ceremony at which degrees are conferred.

1.3. Credit Hour - The Graduate School has adopted the Federal definition of a credit hour. See ENOI 36-174, Credit Hour Policy, for the definition and policy.

1.4. Graduation - The date at the conclusion of each quarter when degrees are officially conferred. Also, this is the date listed on academic transcripts.
2. Academic Year: AFIT’s academic year is based on the quarter system. Each academic year consists of 4 academic quarters, each of which will include a minimum of 47 days of instruction, a maximum of 50 days of instruction, minimum of 4 days of scheduled final examinations (excluding Saturdays and Sundays), and a minimum of 450 minutes of instructional contact time or equivalent for each quarter credit hour. Every course offered for academic credit must adhere to the standard minimum requirements of instructional time for the quarter and academic year.

3. Academic Terms: The academic year at AFIT is based on four (4) terms which runs approximately as follows:

   3.1. Fall term begins on or after 1 October to coincide with the start of the U.S. Government fiscal year and ends in mid-December.
   3.2. Winter term runs from early January to mid-March.
   3.3. Spring term runs from late March to mid-June.
   3.4. Summer term runs from late June to mid-September.

4. Major Term Milestones:

   4.1. Course Registration:

       4.1.1. Registration for any quarter begins on Monday of week 6 of the preceding quarter and ends on Friday of week 1 of the quarter.

       4.1.2. In cases when a course reaches its maximum capacity, students will be accommodated in the following order of precedence to retain the scheduled course: quota and civilian full-time over non-quota and civilian part-time and Air Force over other student populations. Any other deciding factor will be assessed via the Registrar and the affected Department.

       4.1.3. Drop/Add periods:

           a. Courses may be added through the end of the first week of the quarter.

           b. Courses may be dropped without record during the first two (2) weeks of the quarter.

           c. Students may withdraw from courses during the third week and through the end of the eighth week with a transcript record entry of "W."

           d. Normally, no courses may be added after the first week and no courses can be dropped after the eighth week of the quarter. However, the Associate Dean for
Academic Affairs may approve the addition/dropping of courses after these deadlines for extenuating circumstances.

e. Drop/Adds for TENX courses can be made anytime during the active quarter without special permissions.

4.2. There will be a minimum of one week between the end of scheduled final exams and the start of the next quarter classes.

4.3. Final Exams:

4.3.1. Each term, students will have one (1) full study day between the last day of class and the beginning of the final exam period. No mandatory events shall be scheduled on this day. The study day is not necessarily a normal duty day and could include weekend days.

4.3.2. Final exams will be scheduled over a four (4) day period, and will not be held on a Saturday or Sunday.

4.4. Commencement:

4.4.1. AFIT’s annual commencement ceremony will be in March.

4.4.2. Representatives from AFIT’s faculty and administration will participate in the commencement ceremony held for Operations Management (ASAM track) program graduates each June located at the USAF Expeditionary Center, Joint Base McGuire-Dix-Lakehurst, New Jersey.

4.4.3. Commencement ceremonies in other terms may be scheduled under special circumstances and with the approval of the Dean of the Graduate School of Engineering and Management and the Provost.

4.4.4. The officially recorded graduation date will be Thursday of the week following final exams unless it is a Federal holiday, in which case the graduation date will be the next day (Friday).

4.5. Graduating students:

4.5.1. Students must complete all graduation requirements no later than one (1) week prior to graduation.

4.5.2. Students must submit a complete graduation application prior to the application deadline date reflected on the academic calendar (usually week 7) in order to graduate that term. Students who submit an application after the deadline date will graduate the following term unless granted a waiver by the Associate Dean for Academic Affairs.
4.5.3. Final versions of theses and dissertations must be submitted and accepted by the AFIT Thesis Processing Center (TPC) prior to the deadlines published by the TPC each quarter.

4.6. Grades: Final course grades will be due by noon on the Monday after the last scheduled exam day.

5. Registrar and Calendar Approval: It is the responsibility of the Registrar to develop and submit the Graduate School’s official academic calendar.

5.1. A draft academic calendar for the next academic year will be proposed by the Registrar no later than the end of the first week of November to the Department Heads, the Faculty Council, and all Associate Deans. By November 30, the calendar will be forwarded to the Dean for final approval. Upon the Dean's approval, the calendar will be posted to the Graduate School's website as the approved, official academic calendar for the upcoming academic year as noted. The Registrar will forward a notice to the faculty, staff and students when the approved calendar has been officially posted.

6. Changes to Policy: Changes to this policy should be coordinated with the Faculty Council.

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