

Month	Event
July	Fall 2019 29 W1 Intensive precourse work begins
August	5 W2 Intensive precourse work begins
	10 S Intensive precourse work begins
	12 A First Day of Fall Semester A New Student Orientation (Aug. 12-16 GATEFORM) W1 Classes meet (Aug. 12-16)
	19 W2 Classes meet (Aug. 19-23)
	24 S Classes begin
	26 14 First day of 14 week classes A Practicum Retreat A Payment deadline
September	2 A Labor Day (NO CLASSES) 14 100% refund period ends at midnight*
	3 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)
	6 A Federal direct loan disbursement to CTS
	9 14 80% refund period ends at midnight*
	16 14 60% refund period ends at midnight*
	20 A Student account credit balance issued to students
	23 W3 Intensive precourse work begins 14 40% refund period ends at midnight*
30 14 20% refund period ends at midnight*	
October	1 A Deadline for Practicum Application
	7 14 Reading Week W3 Classes meet (Oct. 7-11)
	25 A Registration opens for Spring 2020
November	15 A Last day to register without a late fee
	22 14 Last day to withdraw with an automatic grade of W (requires instructor approval)
	25 A Thanksgiving holiday break (Nov. 25-29)
Dec.	2 14 Last day of Practicum
	6 A Last day to file for an incomplete
	7 S Saturday Courses - Last Day
	13 A Semester Ends
Jan.	3 F Grades Due
	10 A Fall incomplete work due 17 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.	9 W1 Intensive precourse work begins 16 W2 Intensive precourse work begins
January	6 A First day of Spring Semester A New Student Orientation (Jan. 6-10 GATEFORM) W1 Classes meet (Jan 6-10)
	11 S Intensive precourse work begins
	13 W2 Classes meet (Jan 13-17)
	14 S Classes begin
	20 A Dr. Martin Luther King Jr. Holiday (NO CLASSES)
	21 14 First day of 14 week classes
	24 A Payment deadline 14 100% refund period ends at midnight*
	27 14 Practicum Retreat
	28 14 Last day to add classes (requires instructor and advisor approval)
	29 A Withdrawal with automatic grade of W begins (requires advisor approval)
	31 A Federal direct loan disbursement to CTS
February	4 14 80% refund period ends at midnight*
	11 14 60% refund period ends at midnight*
	14 A Student account credit balance issued to students
	18 14 40% refund period ends at midnight*
	24 W3 Intensive precourse work begins 14 20% refund period ends at midnight*
March	2 A Deadline for Practicum Application A Last day to file for graduation
	9 W3 Classes meet (Mar. 9-13) 14 Reading Week (Mar. 9-13)
	20 A Registration opens
April	1 A Financial aid deadline for 2020-21 academic year
	6 A Holy Week/Easter Break (April 6-10)
	15 A Deadline DMIN dissertation/projects (Examinor copy)
	17 A Last day to register without a late fee
	21 14 Last day to withdraw with an automatic grade of W (requires instructor approval)
	24 A Deadline MTS thesis submitted to committee
	27 14 Last day of Practicum
May	1 A Last day to file for an incomplete
	2 S Saturday Courses - Last Day
	8 A Semester Ends
	11 F Graduate grades due
	16 A Commencement
	18 A Summer classes begin A Summer Practicum Retreat
	26 F Grades Due
	June

Key

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