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# Memorandum

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Vice President  
Affairs

Office of Academic

TO: All Faculty and Students

FROM: Dr. Barbara J. Johnson  
Vice President for Academic Affairs

RE: (1) Dates for Dropping Full-term Courses  
(2) Dates for Dropping Condensed Courses  
(3) Thanksgiving Break and Final Exams  
(4) Registration for Spring Semester

DATE: October 19, 2020

Please note, *full-term courses* are defined as any 15 week course beginning in August and ending in December. See the Academic Calendar at <http://www.atu.edu/catalog/undergraduate/calendar.php> for full-term course dates.

Also, *condensed courses* are defined as any course less than 15 weeks and with beginning and/or ending dates different from the full-term course dates. See Registrar's Office website cited below.

- (1) For all *full-term courses*, Wednesday, November 18, is the last day to officially drop a course with a "W" (withdrawal) being recorded. November 18 is also the last day to change from taking a course for credit to audit.

ALL FORMS FOR DROPPING COURSES OR CHANGING TO AUDIT MUST BE COMPLETED AND RETURNED TO THE REGISTRAR'S OFFICE BY 5:00 P.M., WEDNESDAY, NOVEMBER 18, TO BE RECORDED AS A "W". STUDENTS WITHDRAWING AFTER NOVEMBER 18 WILL RECEIVE AN "F" FOR THE COURSE.

As a reminder, final grades will be awarded using the grading scale: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points; WN, 0 points. All final grades are due on December 8, 2020. Note: The Pass/Pass-D/No Credit option was applicable only for spring 2020.

- (2) For any *condensed course*, please see the Registrar's Office website for a list of condensed courses by term and the associated Academic Calendar dates:  
[https://sbsprod.atu.edu/pls/PROD/hws9date.p\\_displayForm](https://sbsprod.atu.edu/pls/PROD/hws9date.p_displayForm) WITHDRAWAL DATES MAY BE DIFFERENT FOR CONDENSED COURSES.

- (3) *Full-term courses* will be dismissed as of 7:00 a.m., Wednesday, November 25, for the Thanksgiving Break. Students taking online and/or condensed courses should refer to the course syllabus for holiday schedule.

Monday, November 30, is Reading Day. Final exams will begin at 7:00 p.m. on November 30 and run through 9:00 p.m. on Friday, December 4.

- (4) Students currently enrolled for the fall semester may register for the 2021 spring semester as shown by the following schedule:

Hours earned: 90 or more earned hours & graduate students	October 19
60 – 89 earned hours	October 22
30 – 59 earned hours	October 26
29 or fewer hours	October 29

If advisors have not done so already, please make appropriate arrangements for advisees to schedule appointments for advising. Students may verify their eligibility to register by checking OneTech (<http://onetech.atu.edu>) to determine earned hours and whether any academic or financial holds exist which would need to be addressed prior to registration.