

# Westfield State University - Administrative Procedure

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**Procedure Number:** ADM009 **Effective Date:** August 15, 2023 **Subject:** Academic Calendar and Important Dates

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## 1.0 Purpose and Overview

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This document establishes the official academic calendar for Westfield State University. The academic calendar provides a framework for scheduling and academic planning. It includes key dates for each academic semester, such as the start and end of classes, registration periods, holidays, examination periods, and deadlines for grade submission. The purpose is to ensure that students, faculty, and staff have a clear and consistent understanding of the academic year's structure and important deadlines.

## 2.0 Scope

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This procedure applies to all undergraduate and graduate students, faculty, and administrative staff of Westfield State University. It governs all credit-bearing courses and academic programs offered by the university.

## 3.0 Procedures

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### 3.1 Academic Year Structure

The academic year at Westfield State University is composed of two main semesters, Fall and Spring, each approximately 15 weeks in length, including a final examination week. Optional Summer and Winter sessions are also offered.

## 3.2 Key Dates and Deadlines

The Office of the Registrar is responsible for publishing the detailed academic calendar for each academic year. The calendar is available on the university's website. Key dates include:

### 3.2.1 Fall Semester 2023

- **August 28:** Classes begin
- **September 4:** Labor Day - University closed
- **September 11:** Last day to add or drop a course without a "W" grade
- **October 9:** Mid-semester point
- **November 10:** Last day to withdraw from a course with a "W" grade
- **November 22-26:** Thanksgiving Break - No classes
- **December 11:** Last day of classes
- **December 12-18:** Final examination week
- **December 20:** Final grades due from faculty

### 3.2.2 Spring Semester 2024

- **January 16:** Classes begin
- **January 23:** Last day to add or drop a course without a "W" grade
- **March 11:** Mid-semester point
- **March 11-17:** Spring Break - No classes
- **April 12:** Last day to withdraw from a course with a "W" grade
- **May 6:** Last day of classes
- **May 7-13:** Final examination week
- **May 15:** Final grades due from faculty
- **May 18:** Commencement

## 3.3 Registration Procedures

Students register for courses using the university's online student information system, "WestfieldConnect." Registration dates are assigned based on student classification

(e.g., senior, junior) and are published in the academic calendar. It is the student's responsibility to meet with their academic advisor prior to their registration date to ensure they are enrolling in appropriate courses.

### 3.4 University Holidays

The university observes several federal and state holidays, during which no classes are held and administrative offices are closed. These are noted in the official academic calendar.

## 4.0 Required Forms and Systems

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- **WestfieldConnect:** The online portal for student registration, grade access, and other academic information.
- **Course Withdrawal Form:** Available from the Office of the Registrar for students who need to withdraw from a course after the add/drop period.

## 5.0 Contact Information

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For questions regarding the academic calendar and important dates, please contact:

**Office of the Registrar** Westfield State University 123 University Drive Westfield, MA 01086 **Phone:** (413) 555-1234 **Email:** registrar@westfield.edu **Website:** www.westfield.edu/registrar

## 6.0 Frequently Asked Questions (FAQ)

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**Q1: Where can I find the most up-to-date academic calendar?** A1: The official and most current academic calendar is always available on the Office of the Registrar's section of the Westfield State University website.

**Q2: What is the difference between dropping a course and withdrawing from a course?** A2: Dropping a course can be done during the add/drop period at the beginning of the semester and the course will not appear on your academic transcript. Withdrawing from a course occurs after the add/drop period, and a grade of "W" will be recorded on your transcript. A "W" does not affect your GPA.

**Q3: What happens if I miss my registration date?** A3: You can still register for courses after your assigned registration date, but course availability may be limited. It is highly recommended to register on your assigned date for the best selection of courses.

## 7.0 Revision History

Effective Date	Summary of Changes
August 15, 2023	Initial document creation.

### 3.5 Summer and Winter Sessions

Westfield State University offers condensed academic sessions during the summer and winter breaks. These sessions provide students with opportunities to catch up on credits, get ahead in their studies, or take specialized courses.

- **Summer Session:** Typically runs from late May to mid-August and is divided into two or more shorter sessions. Course offerings are announced in the spring semester.
- **Winter Session:** A short, intensive session offered in January between the fall and spring semesters. Course offerings are announced in the fall semester.

Registration for these sessions is separate from fall and spring registration and has its own set of deadlines, which are published on the Registrar's website.

### 3.6 Grade Submission and Academic Standing

Faculty are required to submit final grades through WestfieldConnect by the deadline specified in the academic calendar. Once grades are submitted, they are processed by the Office of the Registrar and become available to students.

At the end of each semester, student academic records are reviewed to determine academic standing. Students must maintain a minimum GPA to remain in good academic standing, as outlined in the University's academic policies.

**Q4: How do I register for summer or winter classes?** A4: Registration for summer and winter sessions is done through WestfieldConnect. The schedule of classes and

registration dates are announced on the university website and by the Office of the Registrar.

**Q5: What if a class I need is already full?** A5: Many departments maintain waitlists for high-demand courses. You should add yourself to the waitlist through WestfieldConnect. If a spot becomes available, you will be notified via your university email. It is also a good idea to contact the department offering the course for advice.

**Q6: How does the university handle inclement weather?** A6: In the event of severe weather, the university may cancel classes or close entirely. Announcements will be made through the university's emergency notification system, on the university's homepage, and via local media outlets. Unless an official announcement is made, you should assume that classes will be held as scheduled.