



Hamilton

Academic Calendar Guidelines
Approved at the April 5, 2011 Faculty Meeting
(Revised July 2021 per Academic Council and the President)

Fall Semester

1. New student orientation shall begin on a Tuesday prior to the beginning of classes.
2. The semester shall comprise fourteen weeks of classes and one week of reading and exams. Classes shall begin on the Thursday of August that falls in the period August 24th to August 30th.
3. An October break shall be scheduled for the Thursday and Friday following the Columbus Day Holiday.
4. Thanksgiving recess shall begin at 4:00 p.m. on the Friday preceding the holiday, and shall end at 8:00 am on the Monday following the holiday.
5. The reading period shall comprise three days, with the final examination period beginning on the night of the third day and extending for four additional days.

Spring Semester

6. The semester shall begin at 8:00 a.m. on the Wednesday immediately following Martin Luther King Day.
7. The semester shall comprise fourteen weeks of classes and one week of reading and exams.
8. A two-week spring break shall be scheduled for the ninth and tenth weeks of the semester.
9. Classes shall end on a Tuesday at 4:00 p.m. The Class and Charter Day Ceremony shall be held at 4:00 p.m. on the last day of classes.
10. The reading period shall comprise the Saturday and Sunday between the final Friday and the final Tuesday of classes as well as the Wednesday and Thursday after the final Tuesday. The final examination period beginning on Thursday night and extend for four additional days.
11. Commencement shall be held on the Sunday Six days following the end of the examination period.

Academic Calendar Deadlines
Advised by Committee on Academic Standing and Academic Council
(Amended – April 1 2025)

Fall Semester

1. Schedule adjustment period for continuing students who have been previously cleared by their advisor will run from April through June, shut down in July to pre-register first year students, and open back up in August up until the first day of classes of the fall semester. During this extended adjustment period, no advisor permission is required and students may add courses with open seats and drop courses for no more than four courses on their schedule. Advisors will be notified of changes.
2. After classes begin, students already cleared in the spring by their advisor may add/drop courses (for a maximum of five courses) with instructor permission. Advisors will be notified of changes.
3. Last day to add a course: end of the sixth day of classes (second Thursday of the semester), 2:00 pm
4. Last day to drop a course without penalty and to exercise Credit/No Credit option: 6th Friday of semester, 3:00 pm.
5. Last day to declare an academic Leave of Absence for Spring: 7th Wednesday of semester.

Spring Semester

1. Schedule adjustment period for continuing students who have been previously cleared by their advisor will include December through January up until the first day of spring semester classes. At this time no advisor permission is required and students may add courses with open seats and drop courses for no more than four courses on their schedule. Advisors will be notified of changes.
2. After classes begin, students already cleared in the fall by their advisor may add/drop courses (for a maximum of five courses) with instructor permission. Advisors will be notified of changes.
3. Last day to add a course: end of the sixth day of classes (second Wednesday of the semester), 2:00 pm.
4. Last day to drop a course without penalty and to exercise Credit/No Credit option: 6th Friday of semester, 3:00 pm.
5. Last day to declare an academic Leave of Absence for Spring: 7th Wednesday of semester.