ACADEMIC CALENDAR
JANUARY 2017

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

January 16       Martin Luther King Jr. Day – University Closed

January 22       Residence Halls open at 12:00 PM for returning students.

January 22       12:00 PM – 3:00 PM Hamilton Hall Student Services Center Open
                 Undergraduate Admissions Office Open

January 23       Student Services Center Open 8:00 AM – 5:00 PM.

January 23       A. Undergraduate and Graduate Classes Begin.
                B. Faculty to retrieve class roster from S.C.O.T.S. for use with First Day
                   Attendance. Faculty to record on the “Mid Term Grade” form on S.C.O.T.S.
                   students who are not in attendance.

January 23 – January 27       Late Registration and Schedule Adjustment period.
                                 Hamilton Hall ($25 Late Registration Fee will be charged).

January 24 – January 27       Student Services Center Open 8:00 AM – 4:30 PM

January 25       Last Day to ADD or DROP a Class for Part of Term “A”

January 25       Office of Records and Registration to provide faculty with instructions to
                 verify class rosters for enrollment verification. Faculty should not add
                 names to rosters.

January 30       Last Day to ADD or DROP a Class “In Person” at Hamilton Hall.

January 30       Last day to ADD or DROP a course by 11:59 PM on S.C.O.T.S.
                 (Note: Courses which begin part-way through the semester may be added up to
                 the starting time of the first class meeting of the course.)

January 31 – April 7*
                 Course Withdrawal: Students may withdraw from a course and receive a “W”
                 grade via S.C.O.T.S.

*Or date established by the University for courses with special start/end dates.
ACADEMIC CALENDAR
FEBRUARY 2017

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January 31 – April 7*

Course Withdrawal: Students may withdraw from a course and receive a “W” grade via S.C.O.T.S.

*Or date established by the University for courses with special start/end dates.

February 3
Office of Records and Registration to distribute to the faculty grade reports of enrolled students who have “I” or “R” grades on their academic record.

February 6
Deadline for individuals anticipating graduation at the completion of Spring Semester, 2017, to submit a graduation application on S.C.O.T.S. $100.00 fine assessed for any received after this date.

February 6
Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 hour review report.

February 7
Faculty to email adjustments to class rosters to Records and Registration prior to 12:00 Noon.

February 20
Last day for students to complete work in which “I” grades have been earned (from the prior semester). Work not completed by this date will result in an “F” grade unless an extension of time has been granted by the Registrar to enable the student to complete the work.

February 22
Last day to Withdraw for Part of Term A

February 24
Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.
ACADEMIC CALENDAR
MARCH 2017

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

January 31 – April 7*

**Course Withdrawal:** Students may withdraw from a course and receive a “W” grade.

*Or the date established by the University for courses with special start/end dates.

March 10  **Spring Break Begins at the Close of Classes**

March 18  **MIDTERM.**

March 20  Spring Break Ends. Classes Resume at 8:00 AM

March 20  Part of Term B Classes Begin

March 20  Office of Records and Registration to provide faculty with midterm grading instructions and instructions for midterm enrollment verification and activate grading on S.C.O.T.S.

March 22  **Last day to ADD or DROP (Part of Term B) course in person by 4:30 PM/ on S.C.O.T.S by 11:59 PM**

March 28  Faculty to post midterm grades and lapsed attendance notations on S.C.O.T.S. prior to 3:00 PM. **Midterm grading via S.C.O.T.S. disabled at 3:00 PM.**

March 29  Office of Records and Registration to send lapsed attendance notices to select students.

March 30  **Midterm grades** distributed to advisors and available on S.C.O.T.S.
ACADEMIC CALENDAR  
APRIL 2017

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

April 1  Admitted Student Day

April 5 – 24  
Class Scheduling for Fall 2017 (201810) Semester Begins. Consult S.C.O.T.S. for specific dates and times.

April 7  
Last date for students to withdraw with a “W” grade.*

Note: Withdrawal after this date will be authorized by the Dean of the student’s major only if it has been judged that extenuating circumstances justify the withdrawal. If such a withdrawal is authorized the student will receive a “W” grade.

*Or the date established by the University for courses with special start/end dates.

April 8 – May 5  
Extenuating Circumstance Withdrawal Period

April 11 – April 12  
Graduation Fair – Pogue Student Center 12:00 – 6:00 PM

April 20  
Last day to Withdraw from a Course Part of Term B (Dates of term 03/20/2017 to 05/05/2017)

April 22  
Spring Open House Main Campus

April 29  Admitted Student Day
ACADEMIC CALENDAR
MAY 2017

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

May 5       Last day of class for all 1st Semester courses.
May 8       Exam Period Begins
May 9       Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.
May 12      Semester Ends.
May 13      Commencement.
May 16      Faculty to post final grades on S.C.O.T.S. prior to 3:00 PM. Final grading via S.C.O.T.S. disabled at 3:00 PM.
May 17      Final grades available on S.C.O.T.S.
May 18      Academic Warning, Probation and Suspension letters mailed/ emailed to students.
<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
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<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday</td>
<td>January 23</td>
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<tr>
<td>Last Day to Add/Drop a Course*</td>
<td>Monday</td>
<td>January 30</td>
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<td>(In Person @ Hamilton Hall)</td>
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<tr>
<td>Last Day to Add/Drop a Course</td>
<td>Monday</td>
<td>January 30</td>
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<tr>
<td>On S.C.O.T.S. (By 11:59 PM)</td>
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<tr>
<td>Last Day to Apply for May Graduation</td>
<td>Monday</td>
<td>February 6</td>
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<td>Spring Break Begins</td>
<td>Friday</td>
<td>March 10</td>
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<td>At the Close of Classes</td>
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<td>Mid-Term</td>
<td>Saturday</td>
<td>March 18</td>
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<td>Spring Break Ends</td>
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<td>Classes Resume 8:00 AM</td>
<td>Monday</td>
<td>March 20</td>
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<td>Last Day to Withdraw From a Course and</td>
<td>Friday</td>
<td>April 7</td>
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<td>Receive a “W” Grade*</td>
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