

ACADEMIC CALENDAR

January 2016

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2016. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

- January 17 **Residence Halls open** at 12:00 PM for returning students.
- January 17 12:00 PM – 3:00 PM Hamilton Hall Student Services Center Open
Undergraduate Admissions Office Open
- January 18 Martin Luther King Jr. Day – University Closed
- January 19 - January 22
Student Services Center Open 8:00 AM – 5:00 PM.
- January 19 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 19 – January 22
8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period.
Hamilton Hall (\$25 Late Registration Fee will be charged).
- January 21 **Last Day to ADD or DROP a Class** for Part of Term “A”
- January 21 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 26 **Deadline** for individuals anticipating graduation at the completion of Spring Semester, 2016, **to submit a graduation application on S.C.O.T.S.** \$100.00 fine assessed for any received after this date.
- January 26 **Last Day to ADD or DROP a Class** “In Person” at Hamilton Hall.
- January 26 **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 27 – April 1*
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.
- January 29 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.

ACADEMIC CALENDAR February 2016

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January 27 – April 1*

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

February 2 Faculty to **email adjustments to class rosters to Records and Registration prior to 12 Noon.**

February 15 **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 19 Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

ACADEMIC CALENDAR

March 2016

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January 27 – April 1*

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 2 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 5 **Spring Break Begins at the Close of Classes**

March 13 **MIDTERM.**

March 14 Spring Break Ends. Classes Resume at 8:00 AM

March 15 Part of Term B Classes Begin

March 17 **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 19 Admitted Student Open House 1:00 – 3:00 PM. Pogue Student Center.

March 22 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 25 **Midterm grades** distributed to advisors and available on S.C.O.T.S.

March 25 Office of Records and Registration to send lapsed attendance notices to select students.

March 30-April 15

Class Scheduling for Fall 2016 (201710) Semester Begins. Consult S.C.O.T.S. for specific dates and times.

ACADEMIC CALENDAR

April 2016

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March 30 – April 15

Class Scheduling for Fall 2016 (201710) Semester. Consult S.C.O.T.S. for specific dates and times.

April 1

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 2 – May 2

Extenuating Circumstance Withdrawal Period

April 16

Spring Open House Main Campus

April 18

Last day to Withdraw from a Course Part of Term B (Dates of term 03/17/2016 to 05/04/2016)

ACADEMIC CALENDAR

May 2016

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2016. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

- May 2 **Last day of class** for all 1st Semester courses.
- May 3 **Exam Period Begins**
- May 4 Office of Records and Registration to provide faculty with **final grading instructions** and activate faculty grading on S.C.O.T.S.
- May 6 **Semester Ends.**
- May 7 **Commencement.**
- May 10 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 11 **Final grades available on S.C.O.T.S.**
- May 12 **Academic Warning, Probation and Suspension letters mailed/emailed to students.**

ACADEMIC CALENDAR: SPRING SEMESTER 2016

First Day of Class	Tuesday	January 19
Last Day to Add/Drop a Course* (In Person @ Hamilton Hall)	Tuesday	January 26
Last Day to Add/Drop a Course On S.C.O.T.S. (By 11:59 PM)	Tuesday	January 26
Last Day to Apply for May Graduation	Tuesday	January 26
Mid-Term	Saturday	March 12
Last Day to Withdraw From a Course and Receive a “W” Grade*	Friday	April 1
Spring Break Begins At the Close of Classes	Saturday	March 5
Spring Break Ends Classes Resume 8:00 AM	Monday	March 14
Last Day of Class	Monday	May 2
Exam Period Begins	Tuesday	May 3
Semester Ends	Friday	May 6
Commencement	Saturday	May 7

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