This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2018. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

January 15  Martin Luther King Jr. Day – University Closed
January 21  Residence Halls open at 12:00 PM for returning students.
January 21  12:00 PM to 3:00 PM  Hamilton Hall Student Services Center Open
                      Undergraduate Admissions Office Open
January 22  Student Services Center Open 8:00 AM to 5:00 PM.
January 22  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 22 – January 26  Late Registration and Schedule Adjustment period.
                      Hamilton Hall ($25 Late Registration Fee will be charged).
January 23 – January 26  Student Services Center Open 8:00 AM to 4:30 PM
January 24  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 29  Last Day to ADD or DROP a Class “In Person” at Hamilton Hall.
January 29  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 30 – April 6*  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.
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January 30 – April 6*

**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 2
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 5
**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
Faculty to email adjustments to class rosters to Records and Registration prior to 12:00 Noon.

February 7
Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 hour review report.

February 19
**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 (Dates of Term 01/22/2018 to 03/09/2018)

February 23
Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

February 24
Admitted Student Day (Time TBA)
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January 30 – April 6*

**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 12 **Spring Break Begins**

March 17 **MIDTERM**

March 19 **Spring Break Ends. Classes Resume at 8:00 AM**

March 19 **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 20 **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 24 **Admitted Student Day (Time TBA)**

March 27 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 29 **Midterm grades** distributed to advisors and available on S.C.O.T.S.
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April 4 – 23  
**Class Scheduling for Fall 2018 (201910) Semester Begins.** Consult S.C.O.T.S. for specific dates and times.

April 6  
**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 7  
Admitted Student Day (Time TBA)

April 7 – May 4  
**Extenuating Circumstance Withdrawal Period**

April 10 – April 11  
**Graduation Fair –** Pogue Student Center 12:00 to 6:00 PM

April 14  
**Spring Open House Main Campus**

April 19  
Last day to Withdraw from a Course Part of Term B (Dates of term 03/19/2018 to 05/04/2018)
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May 4  Last day of class for all 1st Semester courses.

May 7  Final Exam Period Begins

May 8  Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.

May 11  Semester Ends.

May 12  Commencement.

May 15  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 16  Final grades available on S.C.O.T.S.

May 17  Academic Warning, Probation and Suspension letters mailed/emailed to students.
# Academic Calendar Spring Semester 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday</td>
<td>January 22</td>
</tr>
<tr>
<td>Last Day to Add/Drop a Course*</td>
<td>Monday</td>
<td>January 29</td>
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<tr>
<td>(In Person @ Hamilton Hall)</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 5</td>
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<tr>
<td>Spring Break Begins</td>
<td>Friday</td>
<td>March 12</td>
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<tr>
<td>Mid-Term</td>
<td>Saturday</td>
<td>March 17</td>
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<tr>
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</tr>
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*Or the date established by the University for courses with special start/end dates.