

ACADEMIC CALENDAR

January 2019

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2019. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

- January 13 Residence Halls open at 12:00 PM for returning students.
- January 13 12:00 PM-3:00 PM Student Services Center & Undergraduate Admissions Office Open
- January 14 Student Services Center Open 8:00 AM to 5:00 PM.
- January 14 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 14 – January 18
Late Registration and Schedule Adjustment period.
Hamilton Hall (\$25 Late Registration Fee will be charged).
- January 15 – January 18
Student Services Center Open 8:00 AM to 4:30 PM
- January 16 **Last Day to ADD or DROP a Class** for Part of Term “A”
- January 17 Office of Records and Registration to provide faculty with instructions to verify **class rosters for enrollment verification for part of Term “A”**. Faculty **should not** add names to rosters.
- January 21 Martin Luther King Jr. Day – No Classes**
- January 22 **Last Day to ADD or DROP a Class** “In Person” at Hamilton Hall.
- January 22 **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 23 – March 29*
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 Faculty to **email adjustments to class rosters to Records and Registration prior to 12:00 Noon.**
- January 31 Office of Records and Registration to provide advisors, chairpersons and deans with **80/40 hour review report.**

ACADEMIC CALENDAR

February 2019

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January 23 – March 29*

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 distribute to the faculty **grade reports** of enrolled students who have “I” or “R” grades on their academic record.

February 1 **Deadline** for individuals anticipating graduation at the completion of Spring Semester, 2019, **to submit a graduation application on S.C.O.T.S.** \$100.00 fine assessed for any received after this date.

February 8 **Last day for students to complete work in which “I” grades have been earned** (from the prior semester/session). 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 11 Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

February 14 Last day to Withdraw for Part of Term A

February 18 Admitted Student Day (Time TBA)

ACADEMIC CALENDAR

March 2019

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January 23 – March 29*

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 **Spring Break Begins**

March 9 **MIDTERM**

March 11 **Spring Break Ends. Classes Resume at 8:00 AM**

March 12 Part of Term B Classes Begin

March 12 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 14 **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 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 20 Office of Records and Registration to send lapsed attendance notices to select students.

March 21 **Midterm grades** distributed to advisors and available on S.C.O.T.S.

March 29 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.

March 30 Admitted Student Day (Time TBA)

ACADEMIC CALENDAR

April 2019

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April 3 – 23 **Class Scheduling for Fall 2019 (202010) Semester Begins.** Consult S.C.O.T.S. for specific dates and times.

March 30 – April 29
 Extenuating Circumstance Withdrawal Period

April 5 Admitted Student Day (Time TBA)

April 9 – April 10
 Graduation Fair – Pogue Student Center 12:00 to 6:00 PM

April 11 Last day to Withdraw from a Course Part of Term B (Dates of term 03/19/2018 to 05/04/2018).

April 13 **Spring Open House Main Campus**

April 20 Academic Honors Convocation, Memorial Hall, Cole Auditorium

April 29 **Last day of class** for all 1st Semester courses.

April 30 **Final Exam Period Begins**

ACADEMIC CALENDAR

May 2019

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| May 1 | Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S. |
| May 3 | Semester Ends. |
| May 4 | Commencement. |
| May 7 | 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 9 | Final grades available on S.C.O.T.S. |
| May 9 | <u>Academic</u> Warning, Probation and Suspension letters mailed/emailed to students. |

ACADEMIC CALENDAR SPRING SEMESTER 2019

First Day of Class	Monday	January 14
Martin Luther King Jr., Day - No Classes	Monday	January 21
Last Day to Add/Drop a Course* (In Person @ Hamilton Hall)	Tuesday	January 22
Last Day to Add/Drop a Course On S.C.O.T.S. (By 11:59 PM)	Tuesday	January 22
Last Day to Apply for May Graduation	Friday	February 1
Spring Break Begins	Saturday	March 2
Mid-Term	Saturday	March 9
Spring Break Ends Classes Resume 8:00 AM	Monday	March 11
Last Day to Withdraw From a Course and Receive a "W" Grade*	Friday	March 29
Academic Honors Convocation	Friday	April 20
Last Day of Class	Monday	April 29
Final Exam Period Begins	Tuesday	April 30
Semester Ends	Friday	May 3
Commencement	Saturday	May 4

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