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.**
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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)
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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)
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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 12  
**Academic Honors Convocation, Memorial Hall, Cole Auditorium**

April 13  
**Spring Open House Main Campus**

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

April 30  
**Final Exam Period Begins**
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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  Academic Warning, Probation and Suspension letters mailed/ emailed to students.
<table>
<thead>
<tr>
<th>Event</th>
<th>Monday</th>
<th>January</th>
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<tbody>
<tr>
<td>First Day of Class</td>
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<td>14</td>
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<tr>
<td>Martin Luther King Jr., Day</td>
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<td>21</td>
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<td>- No Classes</td>
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<tr>
<td>Last Day to Add/Drop a Course*</td>
<td>Tuesday</td>
<td>22</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>
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<tr>
<td>On S.C.O.T.S. (By 11:59 PM)</td>
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<td>Last Day to Apply for May Graduation</td>
<td>Friday</td>
<td>01</td>
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<td>Spring Break Begins</td>
<td>Saturday</td>
<td>02</td>
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<td>Mid-Term</td>
<td>Saturday</td>
<td>09</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>11</td>
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<td>Last Day to Withdraw From a Course and</td>
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<tr>
<td>Receive a “W” Grade*</td>
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<tr>
<td>Academic Honors Convocation</td>
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<td>Last Day of Class</td>
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<td>Final Exam Period Begins</td>
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<td>Semester Ends</td>
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</tr>
<tr>
<td>Commencement</td>
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*Or the date established by the University for courses with special start/end dates.