<u>ACADEMIC CALENDAR</u> <u>JANUARY 2018</u>

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.		
В.	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 – Janu	nary 26 Late Registration and Schedule Adjustment period. Hamilton Hall (\$25 Late Registration Fee will be charged).		
January 23 – Janu	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 <u>should not</u> 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 Apr	31.6*		

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.

ACADEMIC CALENDAR FEBRUARY 2018

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 30 – Apr	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)

ACADEMIC CALENDAR MARCH 2018

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	30 -	- April	6*
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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.

	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.

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

<u>ACADEMIC CALENDAR</u> <u>APRIL 2018</u>

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.

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)

ACADEMIC CALENDAR MAY 2018

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.

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	<u>Academic</u> Warning, Probation and Suspension letters mailed/emailed to students.

ACADEMIC CALENDAR SPRING SEMESTER 2018

First Day of Class	Monday	January 22
Last Day to Add/Drop a Course* (In Person @ Hamilton Hall)	Monday	January 29
Last Day to Add/Drop a Course On S.C.O.T.S. (By 11:59 PM)	Monday	January 29
Last Day to Apply for May Graduation	Monday	February 5
Spring Break Begins	Friday	March 12
Mid-Term	Saturday	March 17
Spring Break Ends Classes Resume 8:00 AM	Monday	March 19
Last Day to Withdraw From a Course and Receive a "W" Grade*	Friday	April 6
Last Day of Class	Friday	May 4
Final Exam Period Begins	Monday	May 7
Semester Ends	Friday	May 11

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