

**Timothy W. Pilewski**  
Registrar  
Hamilton Hall  
Edinboro, PA 16444  
(814) 732-3501  
Fax (814) 732-2130  
Internet: pilewski@edinboro.edu

**MEMO TO:** Faculty, Staff and Administration

**FROM:** Timothy W. Pilewski  
Registrar

**DATE:** December 19, 2014

**SUBJECT:** Academic Calendar for the 2015 Spring Semester

Attached for your information is the Academic Calendar for the Spring Semester 2015  
Also enclosed is a notice showing the last dates for student actions throughout the semester.

Please contact my office if you have any questions concerning this information.

Enclosures



**ACADEMIC CALENDAR**  
**FEBRUARY 2015**

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2<sup>nd</sup> semester 2014-15. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

- February 2 Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 Hour Review Reports.
- February 3 Faculty to **return via email class roster notations** to the **Office of Records and Registration prior to 12:00 noon.**
- February 16 **Last day** for enrolled students **to complete work in which “I” grades have been earned.** 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 20 Faculty to return to the Office of Records and Registration grade sheets for students with **“I” or “R” grades.**

**ACADEMIC CALENDAR**  
**MARCH 2015**

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2<sup>nd</sup> semester 2014-15. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

- March 3 Office of Records and Registration to provide faculty **with mid-term grade instructions and activate midterm grading on S.C.O.T.S.**
- March 3 Office of Records and Registration to provide faculty with **instructions for lapsed class roster for attendance verification.**
- March 7 Spring Break begins at close of classes.
- March 12 Office of Records and Registration to email/mail lapsed attendance notices to select students.
- March 14 **MID-TERM**
- March 16 Spring Break ends. Classes resume 8:00 a.m.
- March 17 Faculty to post midterm grades on S.C.O.T.S. prior to 3:00 PM. **Midterm grading via S.C.O.T.S. disabled at 3:00 p.m.**
- March 17 Faculty to post lapsed attendance notations on S.C.O.T.S. by 3:00 p.m.
- March 17 **Part of Term B** Classes Begin
- March 18 Mid-term grades distributed to advisors and available to students via S.C.O.T.S.
- March 19 **Last day to ADD or DROP (Part of Term B) course in person by 4:30 p.m. / on S.C.O.T.S. by 11:59 p.m.**
- March 28 University Open House

**ACADEMIC CALENDAR**  
**APRIL 2015**

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2<sup>nd</sup> semester 2014-15. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

March 31 – April 20

**Class Scheduling for Fall Semester begins.** Consult the Records & Registration Website for specific dates and times.

April 3

**Last date for students to withdraw with a “W” grade.** 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. A \$25 Course Withdrawal Fee will be charged.

April 8

Final grades for Part of Term A to be posted on S.C.O.T.S. before 3:00 PM.

April 18

**University Open House 1:00 – 3:00 p.m.**

**ACADEMIC CALENDAR**  
**MAY 2015**

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2<sup>nd</sup> semester 2014-15. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

- May 4            **Last day of class** for all 2<sup>nd</sup> semester courses.
- May 5            Office of Records and Registration to provide faculty with **final grading instructions and activate grading on S.C.O.T.S.**
- May 5            Final Exam Period Begins
- May 8            **Semester Ends.**
- May 9            **Commencement**
- May 12          Faculty to post **final grades on S.C.O.T.S. prior to 3:00 p.m. Final grading via S.C.O.T.S. disabled at 3:00 p.m.**
- May 13          Final grades available on S.C.O.T.S.
- May 14          **Academic Warning, Probation and Suspension letters** mailed/emailed to students.
- May 22          All degree requirements must be completed, including “I” and “R” grades for Spring 2015 graduation.

**ACADEMIC CALENDAR**  
**SECOND SEMESTER 2014-2015**

<b>FIRST DAY OF CLASS</b>	<b>TUESDAY</b>	<b>JANUARY 20</b>
<b>LAST DAY TO DROP or ADD A COURSE (In person at Hamilton Hall by 4:30 p.m.) or via S.C.O.T.S (by Midnight)*</b>	<b>TUESDAY</b>	<b>JANUARY 27</b>
<b>LAST DAY TO APPLY FOR MAY GRADUATION</b>	<b>TUESDAY</b>	<b>JANUARY 27</b>
<b>SPRING BREAK BEGINS</b>	<b>SATURDAY</b>	<b>MARCH 7</b>
<b>MID-TERM</b>	<b>SATURDAY</b>	<b>MARCH 14</b>
<b>SPRING BREAK ENDS (Classes Resume 8:00 a.m.)</b>	<b>MONDAY</b>	<b>MARCH 16</b>
<b>MID-TERM GRADES DUE (Before 3:00 p.m.)</b>	<b>TUESDAY</b>	<b>MARCH 17</b>
<b>CLASS SCHEDULING BEGINS FOR 201610</b>	<b>TUESDAY</b>	<b>MARCH 31-APRIL 20</b>
<b>LAST DAY TO WITHDRAW FROM A COURSE AND RECEIVE A 'W' GRADE*</b>	<b>FRIDAY</b>	<b>APRIL 3</b>
<b>LAST DAY OF CLASS</b>	<b>MONDAY</b>	<b>MAY 4</b>
<b>FINAL EXAM PERIOD BEGINS</b>	<b>TUESDAY</b>	<b>MAY 5</b>
<b>SEMESTER ENDS</b>	<b>FRIDAY</b>	<b>MAY 8</b>
<b>COMMENCEMENT</b>	<b>SATURDAY</b>	<b>MAY 9</b>
<b>FINAL GRADES DUE (Before 3:00 p.m.)</b>	<b>TUESDAY</b>	<b>MAY 12</b>

**\*OR DATE ESTABLISHED BY THE UNIVERSITY FOR COURSES WITH SPECIAL  
STARTING AND ENDING DATES.**