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
JANUARY 2015

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

January 18 12:00 noon - Residence Halls Open.

January 18 12:00 noon - 3:00 p.m. - Hamilton Hall Student Services Center Open.
Undergraduate Admissions Office Open.

January 19 Martin Luther King Day - Holiday

January 20 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. the students who are not in attendance.

January 20 Part of Term A Classes Begin

Jan 20 - 23 8:00 a.m. - 4:30 p.m. Late Registration – Hamilton Hall or on line via S.C.O.T.S. A $25.00 Late Registration Fee will be charged.

January 22 Last day to ADD or DROP (Part of Term A) course in person by 4:30 p.m. / on S.C.O.T.S. by 11:59 p.m.

January 22 Office of Records and Registration to provide faculty with email instructions on how to verify class rosters.

January 27 Office of Records and Registration to distribute to the faculty grade sheets for students who have “I” or “R” grades for their academic record.

January 27 Last day to ADD or DROP a course in person by 4:30 p.m. / on S.C.O.T.S. by 11:59 p.m. (Note: Courses which begin part-way through the semester may be added up to the starting time of the first class meeting of the courses.)

January 27 Deadline for individuals anticipating graduation at the completion of 2nd Semester 2014-15 to submit a graduation card to the Office of Records and Registration.

January 28 – April 3 Course Withdrawal – students may withdraw from a course and receive a “W” grade. A $25 Course Withdrawal Fee will be charged. (Or the date established by the University for courses with special start/end dates.)
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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.
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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

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March 31 – April 20
\begin{itemize}
  \item \textbf{Class Scheduling for Fall Semester begins.} Consult the Records & Registration Website for specific dates and times.
\end{itemize}

April 3 \begin{itemize}
  \item \textbf{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.
\end{itemize}

April 8 \begin{itemize}
  \item Final grades for Part of Term A to be posted on S.C.O.T.S. before 3:00 PM.
\end{itemize}

April 18 \begin{itemize}
  \item \textbf{University Open House 1:00 – 3:00 p.m.}
\end{itemize}
ACADEMIC CALENDAR
MAY 2015

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2nd 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 2nd 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.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>FIRST DAY OF CLASS</td>
<td>TUESDAY</td>
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<tr>
<td>LAST DAY TO DROP or ADD</td>
<td>TUESDAY</td>
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<tr>
<td>A COURSE (In person at Hamilton Hall</td>
<td>JANUARY 27</td>
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<tr>
<td>by 4:30 p.m.) or via S.C.O.T.S (by Midnight)*</td>
<td>JANUARY 27</td>
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<tr>
<td>LAST DAY TO APPLY FOR MAY</td>
<td>TUESDAY</td>
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<tr>
<td>GRADUATION</td>
<td>JANUARY 27</td>
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<tr>
<td>SPRING BREAK BEGINS</td>
<td>SATURDAY</td>
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<tr>
<td>MID-TERM</td>
<td>SATURDAY</td>
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<tr>
<td>SPRING BREAK ENDS (Classes Resume 8:00 a.m.)</td>
<td>MONDAY</td>
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<tr>
<td>MID-TERM GRADES DUE (Before 3:00 p.m.)</td>
<td>TUESDAY</td>
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<tr>
<td>CLASS SCHEDULING BEGINS FOR 201610</td>
<td>TUESDAY</td>
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<tr>
<td>LAST DAY TO WITHDRAW FROM A COURSE AND RECEIVE A ‘W’ GRADE*</td>
<td>FRIDAY</td>
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<tr>
<td>LAST DAY OF CLASS</td>
<td>MONDAY</td>
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<tr>
<td>FINAL EXAM PERIOD BEGINS</td>
<td>TUESDAY</td>
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<tr>
<td>SEMESTER ENDS</td>
<td>FRIDAY</td>
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<td>COMMENCEMENT</td>
<td>SATURDAY</td>
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<tr>
<td>FINAL GRADES DUE (Before 3:00 p.m.)</td>
<td>TUESDAY</td>
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*OR DATE ESTABLISHED BY THE UNIVERSITY FOR COURSES WITH SPECIAL STARTING AND ENDING DATES.