ACADEMIC CALENDAR
JANUARY 2014

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2nd semester 2013-14. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

January 19 12:00 noon - Residence Halls Open.

January 19 12:00 noon - 3:00 PM - Hamilton Hall Student Services Center Open.
Undergraduate Admissions Office Open.

January 20 Martin Luther King Day - Holiday

January 21  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.

Jan 21- Jan 24  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 21 Part of Term A Classes Begin

January 21 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 23  Last day to 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 24  Last day to ADD (Part of Term A) course in person by 4:30 p.m. / on S.C.O.T.S. by 11:59 p.m.

January 24  Last day to DROP a course in person by 4:30 p.m.

January 26  Last day to DROP a course on S.C.O.T.S. by 11:59 p.m.

January 27  Last day to ADD a course in person by 4:30 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  Last day to ADD a class on SCOTS by 11:59 p.m.

January 27 – April 4
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.)

January 27  Deadline for individuals anticipating graduation at the completion of 2nd Semester 2013-14 to submit a graduation card to the Office of Records and Registration.

January 28 Office of Records and Registration to provide faculty with email instructions on how to verify class rosters.
ACADEMIC CALENDAR
FEVERARY 2014

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2nd semester 2013-14. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

February 3  Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 Hour Review Reports.

February 4  Faculty to return via email class roster notations to the Office of Records and Registration prior to 12:00 noon.

February 17  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 21  Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.
This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2nd semester 2013-14. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

March 4 Office of Records and Registration to provide faculty with mid-term grade instructions and activate midterm grading on S.C.O.T.S.

March 4 Office of Records and Registration to provide faculty with instructions for lapsed class roster for attendance verification.

March 11 Faculty to post midterm grades on S.C.O.T.S. prior to 3: PM. Midterm grading via S.C.O.T.S. disabled at 3:00 PM.

March 11 Faculty to post lapsed attendance notations on S.C.O.T.S. by 3:00 PM.

March 11 Part of Term B Classes Begin

March 13 Mid-term grades distributed to advisors and available to students via S.C.O.T.S.

March 13 Office of Records and Registration to email/mail lapsed attendance notices to select students.

March 13 Last day to 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 14 Last day to ADD (Part of Term B) course in person by 4:30 p.m. / on S.C.O.T.S. by 11:59 p.m.

March 15 MID-TERM

March 15 Spring Break begins at close of classes.

March 24 Spring Break ends. Classes resume 8:00 a.m.
This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2nd semester 2013-14. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

April 1 – April 21

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

April 4

**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 SCOTS before 3:00 PM.

April 12

**University Open House 1 – 3 p.m.**
ACADEMIC CALENDAR
MAY 2014

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for the 2nd semester 2013-14. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

May 5       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 6       Final Exam Period Begins
May 9       Semester Ends.
May 10      Commencement
May 13      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 14      Final grades available on S.C.O.T.S.
May 15      Academic Warning, Probation and Suspension letters mailed/emailed to students.
May 23      All degree requirements must be completed, including “I” and “R” grades for Spring 2014 graduation.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST DAY OF CLASS</td>
<td>TUESDAY JANUARY 21</td>
</tr>
<tr>
<td>LAST DAY TO DROP A COURSE* (In person at Hamilton Hall by 4:30 p.m.)</td>
<td>FRIDAY JANUARY 24</td>
</tr>
<tr>
<td>LAST DAY TO DROP A COURSE via S.C.O.T.S. (by 11:59PM)*</td>
<td>SUNDAY JANUARY 26</td>
</tr>
<tr>
<td>LAST DAY TO ADD A COURSE* (In person at Hamilton Hall by 4:30 p.m.)</td>
<td>MONDAY JANUARY 27</td>
</tr>
<tr>
<td>LAST DAY TO ADD A COURSE via S.C.O.T.S. (by 11:59 PM)*</td>
<td>MONDAY JANUARY 27</td>
</tr>
<tr>
<td>LAST DAY TO APPLY FOR MAY GRADUATION</td>
<td>MONDAY JANUARY 27</td>
</tr>
<tr>
<td>MID-TERM GRADES DUE (Before 3:00 PM)</td>
<td>TUESDAY MARCH 11</td>
</tr>
<tr>
<td>SPRING BREAK BEGINS</td>
<td>SATURDAY MARCH 15</td>
</tr>
<tr>
<td>MID-TERM</td>
<td>SATURDAY MARCH 15</td>
</tr>
<tr>
<td>SPRING BREAK ENDS (Classes Resume 8 a.m.)</td>
<td>MONDAY MARCH 24</td>
</tr>
<tr>
<td>CLASS SCHEDULING BEGINS FOR 201510</td>
<td>TUESDAY APRIL 1-21</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW FROM A COURSE AND RECEIVE A ‘W’ GRADE*</td>
<td>FRIDAY APRIL 4</td>
</tr>
<tr>
<td>FINAL GRADES FOR PART OF TERM A DUE (Before 3:00 PM)</td>
<td>TUESDAY APRIL 8</td>
</tr>
<tr>
<td>LAST DAY OF CLASS</td>
<td>MONDAY MAY 5</td>
</tr>
<tr>
<td>FINAL EXAM PERIOD BEGINS</td>
<td>TUESDAY MAY 6</td>
</tr>
<tr>
<td>SEMESTER ENDS</td>
<td>FRIDAY MAY 9</td>
</tr>
<tr>
<td>COMMENCEMENT</td>
<td>SATURDAY MAY 10</td>
</tr>
<tr>
<td>FINAL GRADES DUE (Before 3:00 PM)</td>
<td>TUESDAY MAY 13</td>
</tr>
</tbody>
</table>

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