

ACADEMIC CALENDAR
FEBRUARY 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.**

ACADEMIC CALENDAR
MARCH 2014

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- 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.

ACADEMIC CALENDAR
APRIL 2014

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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

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- 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.

ACADEMIC CALENDAR
SECOND SEMESTER 2013-2014

FIRST DAY OF CLASS	TUESDAY	JANUARY 21
LAST DAY TO DROP A COURSE* (In person at Hamilton Hall by 4:30 p.m.)	FRIDAY	JANUARY 24
LAST DAY TO DROP A COURSE via S.C.O.T.S. (by 11:59PM)*	SUNDAY	JANUARY 26
LAST DAY TO ADD A COURSE* (In person at Hamilton Hall by 4:30 p.m.)	MONDAY	JANUARY 27
LAST DAY TO ADD A COURSE via S.C.O.T.S. (by 11:59 PM)*	MONDAY	JANUARY 27
LAST DAY TO APPLY FOR MAY GRADUATION	MONDAY	JANUARY 27
MID-TERM GRADES DUE (Before 3:00 PM)	TUESDAY	MARCH 11
SPRING BREAK BEGINS	SATURDAY	MARCH 15
MID-TERM	SATURDAY	MARCH 15
SPRING BREAK ENDS (Classes Resume 8 a.m.)	MONDAY	MARCH 24
CLASS SCHEDULING BEGINS FOR 201510	TUESDAY	APRIL 1-21
LAST DAY TO WITHDRAW FROM A COURSE AND RECEIVE A 'W' GRADE*	FRIDAY	APRIL 4
FINAL GRADES FOR PART OF TERM A DUE (Before 3:00 PM)	TUESDAY	APRIL 8
LAST DAY OF CLASS	MONDAY	MAY 5
FINAL EXAM PERIOD BEGINS	TUESDAY	MAY 6
SEMESTER ENDS	FRIDAY	MAY 9
COMMENCEMENT	SATURDAY	MAY 10
FINAL GRADES DUE (Before 3:00 PM)	TUESDAY	MAY 13

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