

ACADEMIC CALENDAR

AUGUST 2014

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

August 23 **Residence Halls available** at 9:00 AM for returning students.

August 23 **11:00 AM-3:00 PM** Bursar, Financial Aid, and Records and Registration Services open at Hamilton Hall.

August 18-August 29
Student Services Center Open 8:00 AM – 5:00 PM.

August 25 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. students who are not in attendance.

August 25-September 2
8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period.
Hamilton Hall (\$25 Late Registration Fee will be charged).

ACADEMIC CALENDAR

SEPTEMBER 2014

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- September 1 **Labor Day - No Classes.**
- September 2 **Last Day to ADD or DROP a Class** “In Person” at Hamilton Hall.
- September 2 **Deadline** for individuals anticipating graduation at the completion of Fall Semester, 2014, **to submit a graduate application on S.C.O.T.S.** \$100.00 fee assessed for any received after this date.
- September 2 **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.)
- September 3-October 31*
- 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.
- September 3 Office of Records and Registration to provide faculty with instructions to verify **class rosters for enrollment verification.** Faculty **should not** add names to rosters.
- September 3 Office of Records and Registration to provide advisors, chairpersons and deans with **80/40 hour review report.**
- September 5 Fall Campus Gathering at 11 AM- 1 PM, Pogue Student Center.
- September 10 Faculty to **email adjustments to class rosters to Records and Registration prior to 12 Noon.**
- September 16 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.
- September 19 **Last day** for enrolled 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 Coordinator of Records to enable the student to complete the work.
- September 23 Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.
- September 30 **Book orders** for Spring 2015 (201520) are **due** to the Bookstore.

ACADEMIC CALENDAR

OCTOBER 2014

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September 3-October 31*

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.

October 2-4 **Homecoming**

October 14 Reading Day - No Classes.

October 15 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.

October 18 Fall Open House 1 – 3 pm. Pogue Student Center.

October 18 **MIDTERM.**

October 21 Faculty to post midterm grades and lapsed attendance notations on S.C.O.T.S. prior to 12 noon. **Midterm grading via S.C.O.T.S. disabled at 12 noon.**

October 24 Office of Records and Registration to send lapsed attendance notices to select students.

October 24 **Midterm grades** distributed to advisors and available on S.C.O.T.S.

October 29-November 18

Class Scheduling for Spring 2015 (201520) Semester Begins. Consult S.C.O.T.S. for specific dates and times.

October 31 **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.

ACADEMIC CALENDAR NOVEMBER 2014

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September 3-October 31*

Course Withdrawal: Students may withdraw from a course and receive a “W” grade. **A \$25 Course Withdrawal Fee will be charged, except for new freshmen.**

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

November 25 **Thanksgiving Break begins at the close of classes.**

ACADEMIC CALENDAR

DECEMBER 2014

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

- December 1 **Thanksgiving Break ends. Classes resume at 8:00 AM.**
- December 5 **Last day of class** for all 1st Semester courses.
- December 8 **Exam Period Begins**
- December 9 Office of Records and Registration to provide faculty with **final grading instructions** and activate faculty grading on S.C.O.T.S.
- December 12 **Semester Ends.**
- December 13 **Commencement.**
- December 16 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.**
- December 18 **Academic Warning, Probation and Suspension letters mailed/emailed to students.**
- December 18 **Final grades available on S.C.O.T.S.**

ACADEMIC CALENDAR: FALL SEMESTER 2014

First Day of Class	Monday	August 25
Labor Day Holiday (No Classes)	Monday	September 1
Last Day to Add/Drop a Course* (In Person @ Hamilton Hall)	Tuesday	September 2
Last Day to Apply for December Graduation	Tuesday	September 2
Last Day to Add/Drop a Course On S.C.O.T.S. (By 11:59 PM)	Tuesday	September 2
Reading Day (No Classes)	Tuesday	October 14
Mid-Term	Saturday	October 18
Last Day to Withdraw From a Course and Receive a "W" Grade*	Friday	October 31
Thanksgiving Break Begins At the Close of Classes	Tuesday	November 25
Classes Resume 8:00 AM	Monday	December 1
Last Day of Class	Friday	December 5
Exam Period Begins	Monday	December 8
Semester Ends	Friday	December 12
Commencement	Saturday	December 13

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