This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2020. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

January 11-12  Residence Halls open for returning students at their convenience.

January 12  12:00 PM-3:00 PM Student Services Center & Undergraduate Admissions Office Open

January 13  Student Services Center Open 8:00 AM to 5:00 PM.

January 13  **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.

January 13 – January 17  **Late Registration and Schedule Adjustment period.**
Hamilton Hall ($25 Late Registration Fee will be charged).

January 14 – January 17  Student Services Center Open 8:00 AM to 4:30 PM

January 15  **Last Day to ADD or DROP a Course for Part of Term “A”**

January 16  Office of Records and Registration to provide faculty with instructions to verify class rosters for enrollment verification for part of Term “A”. Faculty **should not** add names to rosters.

January 20  **Martin Luther King Jr. Day – No Classes**

January 21  **Last Day to ADD or DROP a Course by 4:30 PM in person at Hamilton Hall**

January 21  **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.)

January 22 – March 27*  **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.
January 28  Faculty to email adjustments to class rosters to Records and Registration prior to 12:00 Noon.

January 28  Deadline for individuals anticipating graduation at the completion of Spring Semester, 2020, to submit a graduation application on S.C.O.T.S.  $100.00 fine assessed for any received after this date.

January 31  Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 hour review report.
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**January 22 – March 27***

**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.

**February 3**

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.

**February 7**

Last day for students to complete work in which “I” grades have been earned (from the prior semester/session). 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 10**

Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

**February 13**

Last day to Withdraw for Part of Term A

**February 17**

Admitted Student Day for Scholars (Cole Auditorium & Van Houten)
10:00 AM – to 2:00 PM
ACADEMIC CALENDAR
March 2020

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2020. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

January 22 – March 27*
  **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.

March 3
  **Part of Term B Classes Begin**

March 4
  **MIDTERM**

March 5
  **Last day to ADD or DROP (Part of Term B) course in person by 4:30 PM/ on S.C.O.T.S by 11:59 PM**
  **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.**

March 7
  **Spring Break Begins**

March 16
  **Spring Break Ends. Classes Resume at 8:00 AM**

March 17
  Faculty to post midterm grades and lapsed attendance notations on S.C.O.T.S prior to 3:00 PM. **Midterm grading via S.C.O.T.S. disabled at 3:00 PM.**

March 23
  Office of Records and Registration to send lapsed attendance notices to select students.

March 23
  **Midterm grades** distributed to advisors and available on S.C.O.T.S.

March 24 – March 25
  **Graduation Fair** – Pogue Student Center 12:00 to 6:00 PM

March 27
  **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.

March 28
  **Admitted Student Day (Cole Auditorium & Van Houten) 10:00 AM to 2:00 PM**
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April 1  Class Scheduling for Fall 2020 (202110) Semester Begins. Consult S.C.O.T.S. for specific dates and times.

March 28 – April 27  Extenuating Circumstance Withdrawal Period

April 3  Academic Honors Convocation, Memorial Hall, Cole Auditorium

April 9  Last day to Withdraw from a Course Part of Term B (Dates of term 03/03/2020 to 04/27/2020).

April 10  Admitted Student Day (Cole Auditorium & Van Houten) 10:00 AM to 2:00 PM

April 18  Spring Open House Main Campus

April 27  Last day of class for all Part of Term 1 courses.

April 27  Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.

April 28  Final Exam Period Begins
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May 1  
**Semester Ends.**

May 2  
**Commencement.**

May 5  
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 7  
**Final grades available on S.C.O.T.S.**

May 8  
**Academic Warning, Probation and Suspension letters** mailed/emailed to students.
ACADEMIC CALENDAR  
Spring Semester 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of Class</td>
<td>Monday</td>
<td>January 13</td>
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<tr>
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<tr>
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<td>On S.C.O.T.S. (By 11:59 PM)</td>
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<td>Last Day to Apply for May Graduation</td>
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<tr>
<td>Mid-Term</td>
<td>Saturday</td>
<td>March 4</td>
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