

ACADEMIC CALENDAR

AUGUST 2016

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2016. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

August 22 – August 26

Student Services Center Open 8:00 AM – 5:00 PM.

August 27 **Residence Halls available** at 9:00 AM for returning students.

August 27 **11:00 AM-3:00 PM** Bursar, Financial Aid, and Records and Registration Services open at Hamilton Hall. Admissions Office open at Academy Hall.

August 29 Student Services Center & Admissions Open 8:00 AM – 5:00 PM

August 29 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 29 **8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period.**
Hamilton Hall (\$25 Late Registration Fee will be charged).

August 30 **8:30 AM** – Welcome Back Address & Reception, Pogue Student Center

August 30 – September 2

8:00 AM – 4:30 PM – Late Registration and Schedule Adjustment period.
Hamilton Hall (\$25 Late Registration Fee will be charged).

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SEPTEMBER 2016

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- September 5 **Labor Day - No Classes.**
- September 6 **Last Day to ADD or DROP a Course** “In Person” at Hamilton Hall by 4:30PM.
- September 6 **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 6 **Deadline** for individuals anticipating graduation at the completion of Fall Semester, 2016, **to submit a graduate application on S.C.O.T.S.** \$100.00 fine assessed for any received after this date.
- September 7 – November 4*
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 7 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 7 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 9 Office of Records and Registration to provide advisors, chairpersons and deans with **80/40 hour review report.**
- September 9 Faculty to **email adjustments to class rosters to Records and Registration prior to 12 Noon.**
- September 23 **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 Registrar to enable the student to complete the work.
- September 27 Faculty to return to the Office of Records and Registration grade sheets for students with “**I**” or “**R**” grades.
- September 29 **Book orders** for Spring 2017 (201720) are **due** to the Bookstore.

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OCTOBER 2016

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September 7 – November 4*

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 6-8 **Homecoming**

October 11 Reading Day - No Classes.

October 14 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 15 Fall Open House 1 – 3 PM. Pogue Student Center.

October 15 **MIDTERM.**

October 18 Faculty to post midterm grades and lapsed attendance notations on S.C.O.T.S. prior to 3:00PM. **Midterm grading via S.C.O.T.S. disabled at 3:00 PM.**

October 20 Office of Records and Registration to send lapsed attendance notices to select students.

October 20 **Midterm grades** distributed to advisors and available on S.C.O.T.S.

October 26-November 18

Class Scheduling for Spring 2017 (201720) Semester Begins. Consult S.C.O.T.S. for specific dates and times.

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NOVEMBER 2016

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October 26 – November 18

Class Scheduling for Spring 2017 (201720) Semester Begins. Consult S.C.O.T.S. for specific dates and times.

November 4 **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.

November 5 Fall Open House 1 – 3 PM. Pogue Student Center.

November 5 – December 9

Extenuating Circumstance Withdrawal Period

November 22 **Thanksgiving Break begins at the close of classes.**

November 28 **Thanksgiving Break ends. Classes resume at 8:00 A.M.**

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DECEMBER 2016

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November 5 – December 9

Extenuating Circumstance Withdrawal Period.

December 9 **Last day of class** for all 1st Semester courses.

December 12 **Exam Period Begins**

December 12 Office of Records and Registration to provide faculty with **final grading instructions** and activate faculty grading on S.C.O.T.S.

December 16 **Semester Ends.**

December 17 **Commencement.**

December 20 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 21 **Academic Warning, Probation and Suspension letters** mailed/emailed to students.

December 21 **Final grades available on S.C.O.T.S.**

ACADEMIC CALENDAR: FALL SEMESTER 2016

First Day of Class	Monday	August 29
Labor Day Holiday (No Classes)	Monday	September 5
Last Day to Add/Drop a Course* (In Person @ Hamilton Hall, By 4:30PM)	Tuesday	September 6
Last Day to Apply for December Graduation On S.C.O.T.S. (By 11:59 PM)	Tuesday	September 6
Last Day to Add/Drop a Course On S.C.O.T.S. (By 11:59 PM)	Tuesday	September 6
Reading Day (No Classes)	Tuesday	October 11
Mid-Term	Saturday	October 15
Last Day to Withdraw From a Course and Receive a "W" Grade*	Friday	November 4
Thanksgiving Break Begins At the Close of Classes	Tuesday	November 22
Classes Resume 8:00 AM	Monday	November 28
Last Day of Class	Friday	December 9
Exam Period Begins	Monday	December 12
Semester Ends	Friday	December 16
Commencement	Saturday	December 17

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