

# ACADEMIC CALENDAR

## JANUARY 2017

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

**January 16      Martin Luther King Jr. Day – University Closed**

January 22      **Residence Halls open** at 12:00 PM for returning students.

January 22      12:00 PM – 3:00 PM Hamilton Hall Student Services Center Open  
Undergraduate Admissions Office Open

January 23      Student Services Center Open 8:00 AM – 5:00 PM.

January 23      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 23 – January 27

**Late Registration and Schedule Adjustment period.**  
Hamilton Hall (\$25 Late Registration Fee will be charged).

January 24 – January 27

Student Services Center Open 8:00 AM – 4:30 PM

January 25      **Last Day to ADD or DROP a Class** for Part of Term “A”

January 25      Office of Records and Registration to provide faculty with instructions to verify **class rosters for enrollment verification**. Faculty **should not** add names to rosters.

January 30      **Last Day to ADD or DROP a Class** “In Person” at Hamilton Hall.

January 30      **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 31 – April 7\*

**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.

# ACADEMIC CALENDAR

## FEBRUARY 2017

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January 31 – April 7\*

**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 6 **Deadline** for individuals anticipating graduation at the completion of Spring Semester, 2017, **to submit a graduation application on S.C.O.T.S.** \$100.00 fine assessed for any received after this date.

February 6 Office of Records and Registration to provide advisors, chairpersons and deans with **80/40 hour review report.**

February 7 Faculty to **email adjustments to class rosters to Records and Registration prior to 12:00 Noon.**

February 20 **Last day** for 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.

February 22 Last day to Withdraw for Part of Term A

February 24 Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

# ACADEMIC CALENDAR

## MARCH 2017

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January 31 – April 7\*

**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 10      **Spring Break Begins at the Close of Classes**

March 18      **MIDTERM.**

March 20      Spring Break Ends. Classes Resume at 8:00 AM

March 20      Part of Term B Classes Begin

March 20      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 22      **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**

March 28      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 29      Office of Records and Registration to send lapsed attendance notices to select students.

March 30      **Midterm grades** distributed to advisors and available on S.C.O.T.S.

# ACADEMIC CALENDAR

## APRIL 2017

This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for spring Semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

April 1            **Admitted Student Day**

April 5 – 24

**Class Scheduling for Fall 2017 (201810) Semester Begins.** Consult S.C.O.T.S. for specific dates and times.

April 7            **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.

April 8 – May 5

**Extenuating Circumstance Withdrawal Period**

April 11 – April 12

**Graduation Fair** – Pogue Student Center 12:00 – 6:00 PM

April 20            Last day to Withdraw from a Course Part of Term B (Dates of term 03/20/2017 to 05/05/2017)

April 22            **Spring Open House Main Campus**

April 29            **Admitted Student Day**

# ACADEMIC CALENDAR

## MAY 2017

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- May 5            **Last day of class** for all 1<sup>st</sup> Semester courses.
- May 8            **Exam Period Begins**
- May 9            Office of Records and Registration to provide faculty with **final grading instructions** and activate faculty grading on S.C.O.T.S.
- May 12          **Semester Ends.**
- May 13          **Commencement.**
- May 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.**
- May 17          **Final grades available on S.C.O.T.S.**
- May 18          **Academic Warning, Probation and Suspension letters mailed/emailed to students.**

## ACADEMIC CALENDAR: SPRING SEMESTER 2017

<b>First Day of Class</b>	<b>Monday</b>	<b>January 23</b>
<b>Last Day to Add/Drop a Course* (In Person @ Hamilton Hall)</b>	<b>Monday</b>	<b>January 30</b>
<b>Last Day to Add/Drop a Course On S.C.O.T.S. (By 11:59 PM)</b>	<b>Monday</b>	<b>January 30</b>
<b>Last Day to Apply for May Graduation</b>	<b>Monday</b>	<b>February 6</b>
<b>Spring Break Begins At the Close of Classes</b>	<b>Friday</b>	<b>March 10</b>
<b>Mid-Term</b>	<b>Saturday</b>	<b>March 18</b>
<b>Spring Break Ends Classes Resume 8:00 AM</b>	<b>Monday</b>	<b>March 20</b>
<b>Last Day to Withdraw From a Course and Receive a "W" Grade*</b>	<b>Friday</b>	<b>April 7</b>
<b>Last Day of Class</b>	<b>Friday</b>	<b>May 5</b>
<b>Exam Period Begins</b>	<b>Monday</b>	<b>May 8</b>
<b>Semester Ends</b>	<b>Friday</b>	<b>May 12</b>
<b>Commencement</b>	<b>Saturday</b>	<b>May 13</b>

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