

COLLEGE OF ARTS AND SCIENCES 2016 – 2017 DEADLINES

FALL 2016 SEMESTER

AUGUST

- 26 **EARLY TRAVEL REQUESTS** – For any travel that is to occur prior to October 12, faculty submit request to Division Chair.
- 29 **COURSE SYLLABI** – Faculty submit all syllabi to the Department Head.

SEPTEMBER

- 9 **FACULTY UPDATE SHEETS** – Submit to Provost's Office with a copy to the College Dean, Division Chair, and Department Head
- 12 **TRAVEL REQUESTS** – Faculty submit requests to Division Chair.
LAST DAY TO REMOVE AN "I" GRADE

OCTOBER

- 14 **PROMOTION RECOMMENDATIONS** – Division Chairs return Faculty Evaluations for those faculty members recommended for promotion to Department Heads for distribution to and discussion with faculty members.
- 17 **LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost's web site
- 25 **MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.
- 28 **TEXTBOOK ORDERS #1** – Administrative Specialists submit book titles to Bookstore.

NOVEMBER

- 4 **FACULTY EVALUATIONS (ALL BUT 1ST YEAR FACULTY)** – Division Chairs return Faculty Evaluations to Department Heads for distribution to and discussion with faculty members.
LAST DAY TO PETITION FOR A "W" IN A COURSE
- 11 **TEXTBOOK ORDERS # 2** – Administrative Specialists submit spring semester orders (# of requested books) to Bookstore.
- 18 **LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**

DECEMBER

- 6 **QUIET DAY**
- 16 **FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner Web.

SPRING 2017 SEMESTER

JANUARY

13 COURSE SYLLABI – Faculty submit all syllabi to the Department Head.

FEBRUARY

8 CAP, GOWN, AND/OR HOOD ORDERS – Faculty submit orders to Auxiliary Services.

17 LAST DAY TO REMOVE AN “I” GRADE.
TEXTBOOK ORDERS #1 – Administrative Specialists submit summer book titles to Bookstore.

MARCH

1 LAST DAY TO REQUEST STUDENT EVALUATIONS – Forms are available on the Provost’s web site

14 MID SEMESTER EVALUATIONS DUE (NOON) – Faculty submit grades electronically through Banner Web.

31 LAST DAY TO PETITION FOR A “W” IN A COURSE

APRIL

7 TEXTBOOK ORDERS #2 – Administrative Specialists submit summer book orders (number of requested books) to the Bookstore.

17 FIRST YEAR FACULTY EVALUATIONS – Division Chairs return first-year Faculty Evaluations to Department Heads for distribution to and discussion with faculty members.

21 LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY

MAY

2 QUIET DAY/SENIOR GRADES DUE BY NOON – Faculty submit electronically via Banner Web.

8 SENIOR ROLL CALL

12 FINAL GRADES DUE (NOON) – Faculty submit electronically via Banner.