

FACULTY ADMINISTRATIVE CALENDAR

FALL 2024

This calendar is subject to change. Please check for updates on the [Academic Affairs web](#) page.

FACULTY MEETINGS

Scheduled on the **1st and 3rd Tuesdays of each month** 11:30 AM -12:30 PM

DEPARTMENT CHAIR MEETINGS

Scheduled on the **2nd Tuesday of each month** 11:30 AM -12:30 PM in Hepburn 113

****Meetings may be cancelled and/or rescheduled at the discretion of Faculty Council.
Any changes in the schedule of meetings will be announced by e-mail by Faculty Council.

Fri., Jul. 19	Admissions Visit Day.
Thurs., Aug. 1	Deadline for submission of Graduate applications for Fall 2024.
Thurs., Aug. 8	Major/Minor approvals due from department chairs to Registrar's Office for August degree conferrals.
Wed. - Thurs., Aug. 21-22	New Faculty Orientation.
Sat., Aug. 24	8:00 a.m. – 12:00 p.m. Residential buildings open for first-year and transfer students. (Residence Life will assign arrival times to each student.)
Sat., Aug. 24	New Student Orientation Begins. Student Orientation runs from August 24-27.
Sat., Aug. 24	2:00 p.m. Matriculation Ceremony. (Newell Field House)
Mon.-Tues, Aug. 26 - 27	10:00 a.m. – 10:00 p.m. Residential buildings open for upper-class students. (Check-in at Sullivan Student Center.)
Tues., Aug. 27	First FYP class meeting.
Wed., Aug. 28	8:10 a.m. Classes begin.
Wed., Aug. 28	Graduate classes begin.
Wed., Aug. 28	Open: Applications for students to apply for "Off-Campus Study" for AY 2025-2026, Fall 2025 and Spring 2026 are open in the Studio Abroad application system. Information and links are available on the CIIS website.
Wed., Aug. 28	4:30 pm Convocation Ceremony – Enchanted Forest (Gunnison Chapel rain location).
Fri., Aug. 30	Event: Welcome Back Reception for Off-Campus Study Students – Open to all faculty and administrators who would like to welcome back students from Spring 2024, Academic Year 2023-2024, and Summer 2024 off-campus study experiences.
Fri., Aug. 30	Admissions Visit Day.
Tues., Sep. 3 (Mon., Wed., Fri. classes)	After the first two class meetings or the first three-hour class that meets once per week, instructors have the option to drop students for not attending and not communicating about extenuating circumstances or not making arrangements for missing classes, if the class has a maximum enrollment. The Registrar must be informed in writing of such action.
Wed., Sep. 4 (Tues., Thurs. classes)	

- Thurs., Sep. 5 **Last day to:**
 ~**Change sections** within the same course.
 ~**Submit an overload form** to the Registrar's Office (due by 4:30 p.m.).
 ~**Add a course.**
 ~**Drop a course**
 NOTE: 1. No record of adds/drops is made on the transcript through this date. 2. No tuition refund for over-credits is made for courses dropped after this date. 3. A student may add or drop a course after this date only by petition to the Academic Petitions Committee; if approved, the student is subject to a late schedule change fee of \$50. 4. A student may withdraw from a course until **November 8, 2024**, by filing a properly executed course withdrawal form in the Registrar's Office; notation of withdrawal appears on the transcript. Three and one-half units are required to maintain full time status. Students may exercise the option to withdraw from a course only twice before graduation. Students with an exceptional case may petition the Academic Petitions Committee.
- Mon., Sep. 9 **Adjunct Request Forms due to Academic Affairs.**
- Mon., Sep. 9 **Course spreadsheets (1st round)** for Spring 2025 sent to Department Chairs for review.
- Fri., Sep. 13 **Corrected final class rosters are due.**
- Fri., Sep. 13 **Final grades for Spring and Summer incompletes** are due in the Registrar's office. Must be submitted using a Grade Change form (end of 2nd full week).
- Mon., Sep. 16 **Open: Student Applications** for CIIS Travel Enrichment and Travel Research Grants are open in Studio Abroad (CIIS, Off-Campus Study; students need faculty recommendations and mentors for their submissions.) Open: Student Applications for CIIS Travel Enrichment and Travel Research Grants are open in Studio Abroad (Off-Campus Study). Note: students need faculty mentors and recommendations for their grant applications/proposals.
- Fri. - Sun., Sep. 20-22 **Laurentian Weekend and Parents Committee Fall Weekend.**
- Fri., Sep. 20 **Honors Reception.**
- Fri., Sep. 20 **Deadline** for submission of new course proposals to the Academic Affairs Committee for Spring 2025 semester.
- Mon., Sep. 23 **Course spreadsheets (1st round) with changes from Department Chairs** for Spring 2025 are due in the Registrar's Office to Bobbi Smith.
- Thurs.- Sun.,
Sep. 26-29 **Alumni Executive Council Fall Meeting.**
- Mon., Sep.30 Deadline: Faculty applications for Short-Term Travel Components, Spring 2025, are due in the Center for International and Intercultural Studies Office, CIIS.
- Tue., Oct. 1 **Names of faculty nominated for promotion** are due in the Dean's Office, Vilas 103.
- Thurs., Oct. 3 Event: CIIS Off-Campus Study/Study Abroad Fair, 11:30am-2:30pm, Student Center. (*The Deadline for student applications to study off-campus for Fall 2025, Spring 2026, and AY 2025-26 is February 1, 2025.*)
- Mon., Oct. 7 **Course spreadsheets (2nd round)** for Spring 2025 sent to Department Chairs for additional review.
- Mon., Oct. 14 **Completed Tenure Files** are due in Dean's Office, Vilas 103.
- Mon., Oct. 14 **Course spreadsheets (2nd round)** with changes from Department Chairs for Spring 2025 due in the Registrar's Office to Bobbi Smith.
- Mon., Oct. 14 **Admissions Visit Day.**

Thurs. - Fri., Oct. 17-18	Mid-Semester Break. Residence halls remain open.
Mon., Oct. 21	Mid-semester warning grades are due in APR2 by midnight. This deadline is <u>important</u> for the computer run, to inform students of progress to date and for counseling by advisors. (These grades are visible to students in APR2.)
Mon., Oct. 21	APR 2.0 course listing for Spring 2025 available.
Thurs. - Sat., Oct. 24–26	Fall Meeting of the Board of Trustees.
Sun., Oct. 27	CIIS Mandatory Pre-Departure Orientation for Off-Campus Study Part I, 1:00 pm – 5:00 pm, for All Students participating in Spring 2025 Off-Campus Study Programs.
Mon., Oct. 28-Fri., Nov. 8	Advising period begins for Spring 2025 registration and continues through Fri., Nov. 8.
Mon., Oct. 28	Last day for faculty to request a change for a course’s final exam date from the Associate Dean for Faculty Affairs, Vilas 103.
Mon., Oct. 28	Last day for faculty to request special space requirements for final exams from Room Reservations.
Fri., Nov. 1	Spring semester book orders are due at the Bookstore from the faculty.
Fri., Nov. 1	Last day for students to submit instructor-approved Pass/Fail form to the Registrar’s Office for processing. (End of the 9 th full week of classes.)
Tue., Nov. 5	Deadline: Student applications for Travel Research and Enrichment Grants, for Spring 2025 Off-Campus Study, are due in the Studio Abroad application system (CIIS/Off-Campus Study).
Tue., Nov. 5	Deadline: Faculty/Staff Recommendations for Student Travel Research and Enrichment Grants related to Off-Campus Study, Spring 2025, are due in the Studio Abroad application system (CIIS).
Fri., Nov. 8	Last day to withdraw from a course (undergraduate and graduate level). (End of 10 th full week of classes.)
Fri., Nov. 8	CIIS Mandatory Pre-Departure Orientation Part II, morning (tba). Mandatory for All Students participating in Spring 2025 Off-Campus Study.
Sun., Nov. 10	Multi-cultural Visit Program
Mon., Nov. 11	Undergraduate Registration begins.
Mon., Nov 11	CIIS Mandatory Pre-Departure Orientation Part II, evening (tba). Mandatory for All Students participating in Spring 2025 Off-Campus Study.
Mon., Nov. 11	Admissions Visit Day & MVP.
Mon., Nov. 11	Junior Visit Day (Admissions).
Sat., Nov. 16	Augsbury/North Country Scholars Visit Day (Seniors nominated for ANCS).
Mon., Nov. 18	Graduate Registration begins.
Fri., Nov. 22	5:00 p.m. Residential buildings close for Thanksgiving Recess.
Fri., Nov. 22	5:00 p.m. Thanksgiving Recess begins and continues through Sun., Dec. 1.

Sun., Dec. 1	8:00 a.m. Residential buildings open.
Mon., Dec. 2	8:30 a.m. Classes resume.
Fri., Dec. 6	Deadline: Student applications for Summer 2025 off-campus study courses are due in the Studio Abroad application system (CIIS).
Fri., Dec. 6	Deadline: Faculty and Staff Recommendations for students applying to off-campus study courses for Summer 2025 are due in the Studio Abroad application system (CIIS).
Mon. - Thurs., Dec. 9-Dec.12	Last week of classes. No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, December 13th and 14th. Exams begin December 15th. Inasmuch as labs do not have scheduled exam periods, lab practicals may be given during the final week of classes.
Thurs., Dec. 12	Last Day of Classes.
Fri., Dec. 13	Reading Day.
Fri., Dec. 13	Completed PSC course evaluations are due in the Dean's Office.
Fri. - Sat., Dec. 13-14	Study Recess: No final exams are to be given.
Sun., Dec. 15	Final examinations begin. Any faculty change of a final exam date/time from the Registrar's published final exam schedule must have been approved by Mon., Oct. 30th, by the Associate Dean for Faculty Affairs, Vilas 103.
Fri., Dec. 20	5:00 p.m. Residential buildings close for Winter Break.
Fri., Dec. 20	Last Day of final examinations.
Sat., Dec. 21	Winter Break begins.
Mon., Dec. 23	12:00 p.m. (Noon) Deadline to turn in fall semester grades to the Registrar's Office. This deadline is important for the compilation of final grade reports and for determining academic standing of students.
TBD	Deadline for spring 2025 graduate admissions, for fall non-matriculated students continuing to matriculation and new non-matriculated students only.
Thur., Jan. 2	Academic Standing Committee meeting.
Tue., Jan. 7	9:00 a.m. Appeals of suspension due.
Tue., Jan. 7	12:00 p.m. Academic Standing Committee meets to hear appeals for suspended students.
Mon., Jan. 13	Noon. Residential Buildings re-open for spring 2025.
Wed., Jan.15	Classes begin spring semester.