

FACULTY ADMINISTRATIVE CALENDAR

SPRING 2024

Faculty Meetings are scheduled on the 1st and 3rd Tuesdays of each month at 4:30 p.m. ****TBD****

Department Chair Meetings are scheduled on the 2nd Tuesday of each month at 4:30 p.m. 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. ***

Sat.-Mon., Jan. 13-15	“Saints Accelerate” hosted by the Center for Career Excellence.
Mon., Jan. 15	Residences open at noon.
Mon.-Tues., Jan. 15-16	New Student Orientation.
Tues., Jan. 16	Open Registration in APR2 is from Noon - 11:00 pm for any graduate or undergraduate students wishing to make schedule changes.
Wed., Jan. 17	First Day of Classes for undergraduate and graduate students.
Wed., Jan. 17	Add/Drop begins for undergraduate and graduate students.
Thurs.-Fri., Jan. 25-26	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 or not making arrangements for missing classes if the class has a maximum enrollment. The Registrar must be informed in writing of such action. (M,W,F class drops due 1/25, T,TH class drops due 1/26.)
Thurs., Jan. 25	Last day for undergraduate and graduate students to: <ul style="list-style-type: none">- Add a course.- Change sections within the same course.- Last day for submitting the course overload form due to the Registrar’s office by 4:30 p.m.- Drop a course. <ol style="list-style-type: none">1. No record of adds and 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 <u>add or drop</u> 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 Friday, April 5th, 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 for full-time status.

Thurs.-Sat., Jan. 25-27	Alumni Council Winter Weekend
Mon., Jan. 29	1st round Fall 2024 course schedule spreadsheets submitted to chairs from Registrar's Office.
Thur., Feb. 1	Deadline: Student Applications for Off-Campus Study Programs and International Student Exchange Program (ISEP) for Fall 2024, Spring 2025 and Academic Year 2024-2025 are due in the Studio Abroad Application System (Center for International and Intercultural Studies).
Thur., Feb. 1	Deadline: Faculty/Staff recommendations for students applying for Off-Campus Study Programs for Fall 2024, Spring 2025 and Academic Year 2024-2025 are due in the Studio Abroad Application System (Center for International and Intercultural Studies).
Thur., Feb. 1	Deadline: Faculty Proposals for Short-Term Travel Components for Fall 2024 courses are due in the Center for International and Intercultural Studies (CIIS) Office.
Thur., Feb. 1	Large Faculty Grant proposals and Emeritus Faculty Grant proposals are due in the Associate Dean for Faculty Affairs Office, Vilas Hall 103.
Fri., Feb. 2	Changes from E grades due from Fall '23. Must be submitted using online Grade Change Form.
Fri., Feb. 2	Course proposals for Fall/Summer 2024 due to the chair of the Academic Affairs Committee for approval.
Mon., Feb. 5	Corrected final class rosters are due in APR2.
Mon., Feb. 5	Deadline: Adjunct Requests for Fall 2024.
Thur., Feb. 8	Early semester progress survey opens in Starfish.
Thur.-Sat., Feb. 8-10	Winter Meeting of the Board of Trustees.
Fri., Feb. 9	1st round Fall 2024 course spreadsheets are due in Registrar's Office.
Mon., Feb. 12	Letters of evaluation and materials for tenure and/or promotion consideration are due in the Dean's Office, Vilas Hall 103, by 4:30 p.m.
Tues., Feb. 13	SLU Fellowship and Tanner Fellowship applications due by midnight.
Thur., Feb. 15	Deadline: Faculty Proposals for CIIS Fellows Program are due in the Center for International and Intercultural Studies.
Thur., Feb. 15	Deadline: Faculty Proposals for Short-Term Travel Components for Fall 2024 courses are due in the Center for International and Intercultural Studies (CIIS) Office.
Thurs.-Fri., Feb. 15-16	Mid-winter Break. Residence Halls stay open.

Mon.-Fri., Feb. 19-23	Sophomore Major declaration week. Students who are in the second semester of their sophomore year must declare a major or receive permission to postpone from the Associate Dean for Academic Advising. Students should take a copy of their academic transcripts to the department(s) of their intended major(s) this week. Students must submit major declarations to Academic Advising (through Slate) by 4:30 p.m. on Friday, March 1. Advisors will review the process of choosing a major/minor with sophomore advisees. NOTE: Seniors should make final major and/or minor changes prior to Friday, April 12.
Fri., Feb. 23	Deadline for Moving Up Day Awards and presenters due in the Office of Residence Life.
Fri., Feb. 23	2nd round Fall 2024 course spreadsheets back to faculty for changes.
Fri., Mar. 1	Deadline: Proposals for 2025 off-campus summer courses (within or outside the U.S.) are due to in the Center for International and Intercultural Studies.
Fri., Mar. 1	Admissions Admitted Student Open House.
Fri., Mar. 1	2nd round Fall 2024 course spreadsheets due in Registrar's Office.
Mon., Mar. 11	Mid-semester grades are due in APR2. This deadline is <u>important</u> for the computer run, to inform students of progress to date and for counseling by advisors.
Fri., Mar. 15	Residences close at 5:00 p.m.
Fri.-Sun., Mar. 15-24	Spring Break begins at 5:00 p.m.
Sun., Mar. 24	Residences reopen at 8:00 a.m.
Mon., Mar. 25	Classes resume at 8:00 a.m.
Mon., Mar. 25	Fall 2024 PDF Course Schedule available on APR2.
Tues., Mar. 26	Registration advising begins (3/26-3/29 and 4/1-4/5) and continues through Friday, April 5 th .
Fri., Mar. 29	Last day to change to pass/fail grading.
Fri., Mar. 29	Deadline for Moving up Day Award recipients due in the Office of Residence Life.
Fri., Mar. 29	Admissions Admitted Student Open House.
Sat., Mar. 30	Deadline: Student Applications for Peace Corps Prep Certificate.
Mon., Apr. 1	Declaration to Graduate notices due in the Registrar's Office - undergraduate and graduate levels.
Mon., Apr. 1	Last day for faculty to request a change of a course's final exam date from the Associate Dean for Faculty Affairs, Vilas Hall 103.

Wed., Apr. 3	Charter Day.
Fri., Apr. 5	Deadline: Student Grant Proposals for Travel Research, Travel Enrichment, and the Patti McGill Peterson-Weave grant for Fall 2024 are due in Studio Abroad Application System (Center for International and Intercultural Studies).
Fri., Apr. 5	Deadline: Faculty/Staff recommendations for Student Travel Research, Student Travel Enrichment, and the Patti McGill Peterson-Weave Grant for Fall 2024 are due in Studio Abroad Application System (Center for International and Intercultural Studies).
Fri., Apr. 5	Summer Session book orders are due from faculty at the Bookstore.
Fri., Apr. 5	Last day to file a request to withdraw from a course. (Undergraduate & Graduate)
Fri., Apr. 5	Fall term book orders are due from faculty at the Bookstore.
Sat., Apr. 6	Admissions Admitted Student Open House.
Mon.-Fri., Apr. 8-12	Registration week for undergraduates in APR2.
Fri., Apr. 12	Final deadline for Senior major and minor changes and/or additions.
Fri., Apr. 12	Admissions Admitted Student Open House.
Mon., Apr. 15	Registration begins for graduate students in APR2.
Fri., Apr. 26	Undergraduate Scholarship Festival Day. (NO CLASSES)
Fri.-Sat., Apr. 26-27	Parents Committee Spring Weekend.
Sat., Apr. 27	Moving Up Day.
Mon. Apr. 29	Admissions Sophomore/Junior Visit Day
Mon.-Fri., April 29- May 3	Last week of classes. No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, May 4-5. Exams begin May 6. Inasmuch as labs do not have scheduled exam periods, lab practicals may be given during the final week of classes.
Wed., May 1	Graduate Application deadline -for Educational Leadership (Non-Certification) Program for Summer semester admission.
Fri., May 3	Last day of classes.
Sat.-Sun., May 4-5	Study Recess. No examinations are to be given during this period.
Mon., May 6	Completed PSC course evaluation forms are due in the Dean's Office.
Mon.-Sat., May 6-11	Final examinations.

Sat., May 11	Residences close for all students (EXCEPT graduating seniors) at 1:00 p.m.
Tues., May 14	Deadline for reporting grades of graduating seniors. This deadline is crucial to graduation! Grades must be reported <u>prior to noon.</u>
Wed., May 15	Deadline for reporting grades. This deadline (11:00 pm) is important for the computer grade run for determining academic standing of students.
Thurs.-Sat., May 16-18	Spring Meeting of the Board of Trustees.
Fri., May 17	Academic Standing Committee meets at 9:00 a.m. to evaluate student academic deficiencies.
Sun., May 19	Commencement at 10:00 a.m.
Sun., May 19	Residences close for all graduating seniors at 6:00 p.m.
Tues.-Wed., May 21-22	May College.
Thurs., May 23	Academic Standing Committee meets at 12:00 Noon to hear appeals from suspended students.
Wed., May 29	Early Decision Graduate Application Deadline for Fall 2024.
Wed., May 29	Undergraduate Summer Session begins.
Thurs.-Sun., May 30-June 2	Reunion Weekend.
Thurs.-Sun., June 6-9	Alumni Council Planning Retreat at Canaras.
Fri., June 28	Sabbatical leave requests for 2025-2026 are due in the Dean's Office.
Fri., June 28	Final Application Deadline for Graduate Matriculation for Fall 2024.
Sat., July 6	HEOP students arrive on campus.
Mon., July 8	HEOP Summer Program begins.
TBA	Undergraduate Summer Session ends.
Thurs., July 25	Graduate Application deadline - Educational Leadership (Non-Certification) Program for Fall semester admission.
Fri., Aug. 23	HEOP Summer Program ends.

REVISED: 12/7/23