

# FACULTY ADMINISTRATIVE CALENDAR

## SPRING 2025

Faculty Meetings are scheduled on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month  
11:30 AM -12:30 PM

Department Chair Meetings are 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. \*\**

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| Mon., Jan. 13              | Residences open at noon.   |
| Mon.-Tues.,<br>Jan. 13-14  | New Student Orientation.   |
| Tues., Jan. 14             | Open Registration in APR2 is from <b>Noon - 11:00 pm</b> for any graduate or undergraduate students wishing to make schedule changes.  |
| Wed., Jan. 15              | First Day of Classes for undergraduate and graduate students.  |
| Wed., Jan. 15              | Add/Drop begins for undergraduate and graduate students.   |
| Thurs.-Fri.,<br>Jan. 23-24 | 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 1/23, T,TH class drops due 1/24.)   |
| Thurs., Jan. 23            | <b>Last day for undergraduate and graduate students to:</b> <ul style="list-style-type: none"><li>- Add a course.</li><li>- Change sections within the same course.</li><li>- Last day for submitting the course overload form due to the Registrar's office by 4:30 p.m.</li><li>- Drop a course.</li></ul> <ol style="list-style-type: none"><li>1. No record of adds and drops is made on the transcript through this date.</li><li>2. No tuition refund for over-credits is made for courses dropped after this date.</li><li>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.</li><li>4. A student may withdraw from a course until Friday, April 4th, 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.</li></ol> |

- Mon., Jan. 27      **1<sup>st</sup> round Fall 2025 course schedule spreadsheets** submitted to chairs from Registrar's Office.
- Fri., Jan. 31      **Changes from E grades due from Fall '24.** Must be submitted using online Grade Change Form.
- Fri., Jan. 31      **Course proposals for Fall/Summer 2025** due to the chair of the Academic Affairs Committee for approval.
- Sat., Feb. 1        **Deadline: Student Applications for Off-Campus Study Programs and International Student Exchange Program (ISEP) for Fall 2025, Spring 2026 and Academic Year 2025-2026** are due in the Studio Abroad Application System (Center for International and Intercultural Studies).
- Sat., Feb. 1        **Deadline: Faculty/Staff recommendations for students applying for Off-Campus Study Programs for Fall 2025, Spring 2026 and Academic Year 2025-2026** are due in the Studio Abroad Application System (Center for International and Intercultural Studies).
- Mon., Feb. 3        **Large Faculty Grant proposals and Emeritus Faculty Grant proposals** are due in the Associate Dean for Faculty Affairs Office, Vilas Hall 103.
- Mon., Feb. 3        **Corrected final class rosters** are due in APR2.
- Mon., Feb. 3        **Deadline: Adjunct Requests for Fall 2025.**
- Thur.-Sat.,  
Feb. 6-8            **Winter Meeting of the Board of Trustees.**
- Fri., Feb. 7        **1<sup>st</sup> round Fall 2025 course spreadsheets** are due in Registrar's Office.
- Mon., Feb. 10      **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. 11     **SLU Fellowship and Tanner Fellowship applications** due by midnight.
- Thurs.-Fri.,  
Feb. 13-14        **Mid-winter Break.** Residence Halls stay open.
- Thurs.-Fri.,  
Feb. 13-14        **"Saints Accelerate"** hosted by the Center for Career Excellence.
- Sat., Feb. 15        **Deadline: Faculty Proposals for CIIS Fellows Program** are due in the Center for International and Intercultural Studies.
- Sat., Feb. 15        **Deadline: Faculty Proposals for Short-Term Travel Components for Fall 2025 courses** are due in the Center for International and Intercultural Studies (CIIS) Office.
- Mon.-Fri.,  
Feb. 17-21        **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, February 28. 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 11.

Thurs.-Sun., Feb. 20-23	<b>Alumni Executive Council Winter Weekend</b>
Fri., Feb. 21	<b>Deadline for Moving Up Day: Academic Leadership Excellence Ceremony awards and presenters</b>
Fri., Feb. 21	<b>2<sup>nd</sup> round Fall 2025 course spreadsheets back to faculty for changes.</b>
Fri., Feb. 28	<b>2<sup>nd</sup> round Fall 2025 course spreadsheets due in Registrar's Office.</b>
Sat., Mar. 1	<b>Deadline: Proposals for 2026 off-campus summer courses (within or outside the U.S.) are due to in the Center for International and Intercultural Studies.</b>
Fri., Mar. 1	<b>Admissions Admitted Student Open House.</b>
Mon., Mar. 10	<b>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.</b>
Fri., Mar. 14	<b>Residences close at 5:00 p.m.</b>
Fri.-Sun., Mar. 14-23	<b>Spring Break begins at 5:00 p.m.</b>
Sun., Mar. 23	<b>Residences reopen at 8:00 a.m.</b>
Mon., Mar. 24	<b>Registration Advising Period for Fall 2025 begins and continues through Friday, April 4<sup>th</sup>.</b>
Mon., Mar. 24	<b>Classes resume at 8:00 a.m.</b>
Mon., Mar. 24	<b>Fall 2025 PDF Course Schedule available on APR2.</b>
Fri., Mar. 28	<b>Last day to change to pass/fail grading.</b>
Fri., Mar. 28	<b>Deadline for Moving Up Day: Academic Leadership Excellence Ceremony recipients</b>
Fri., Mar. 28	<b>Admissions Admitted Student Open House.</b>
Sat., Mar.29	<b>Deadline: Student Applications for Peace Corps Prep Certificate.</b>
Mon., Mar. 31	<b>Declaration to Graduate notices due in the Registrar's Office - undergraduate and graduate levels.</b>
Mon., Mar. 31	<b>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.</b>
Wed., Apr. 2	<b>Charter Day.</b>
Fri., Apr. 4	<b>Summer Session book orders are due from faculty at the Bookstore.</b>

Fri., Apr. 4	<b>Last day to file a request to withdraw from a course.</b> (Undergraduate & Graduate)
Fri., Apr. 4	<b>Fall term book orders are due from faculty at the Bookstore.</b>
Sat., Apr. 5	<b>Deadline: Student Grant Proposals for Travel Research, Travel Enrichment, and the Patti McGill Peterson-Weave grant for Fall 2025</b> are due in Studio Abroad Application System (Center for International and Intercultural Studies).
Sat., Apr. 5	<b>Deadline: Faculty/Staff recommendations for Student Grant Proposals for Travel Research, Travel Enrichment, and the Patti McGill Peterson-Weave Grant for Fall 2025</b> are due in Studio Abroad Application System (Center for International and Intercultural Studies).
Sat., Apr. 5	<b>Admissions Admitted Student Open House.</b>
Mon.-Fri., Apr. 7-11	<b>Registration week for undergraduates in APR2.</b>
Fri., Apr. 11	<b>Final deadline for Senior major and minor changes and/or additions.</b>
Fri., Apr. 11	<b>Admissions Admitted Student Open House.</b>
Mon., Apr. 14	<b>Registration begins for graduate students in APR2.</b>
Fri., Apr. 25	<b>Undergraduate Scholarship Festival Day. (NO CLASSES)</b>
Fri.-Sat., Apr. 25-26	<b>Parents Committee Spring Weekend.</b>
Fri., Apr. 25	<b>Moving Up Day: Academic Leadership Excellence Ceremony.</b>
Mon. Apr. 28	<b>Admissions Sophomore/Junior Visit Day</b>
Mon.-Fri., April 28-May 2	<b>Last week of classes.</b> No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, May 3-4. 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., Apr. 30	<b>Graduate Application deadline -for Educational Leadership (Non-Certification) Program for Summer semester admission.</b>
Fri., May 2	<b>Last day of classes.</b>
Sat.-Sun., May 3-4	<b>Study Recess. No examinations are to be given during this period.</b>
Mon., May 5	<b>Completed PSC course evaluation forms are due in the Dean's Office.</b>
Mon.-Sat., May 5-10	<b>Final examinations.</b>
Sat., May 10	<b>Residences close for all students (EXCEPT graduating seniors) at 1:00 p.m.</b>

Tues., May 13	<b>Deadline for reporting grades of graduating seniors.</b> This deadline is crucial to graduation! <b>Grades must be reported <u>prior to noon.</u></b>
Wed., May 14	<b>Deadline for reporting grades.</b> This deadline <b>(11:00 pm)</b> is important for the computer grade run for determining academic standing of students.
Thurs.-Sat., May 15-17	<b>Spring Meeting of the Board of Trustees.</b>
Fri., May 16	<b>Academic Standing Committee</b> meets at 9:00 a.m. to evaluate student academic deficiencies.
Sun., May 18	<b>Commencement</b> at 10:00 a.m.
Sun., May 18	<b>Residences close</b> for all graduating seniors at 6:00 p.m.
Tues.-Wed., May 20-21	<b>May College.</b>
Thurs., May 22	<b>Academic Standing Committee</b> meets at 12:00 Noon to hear appeals from suspended students.
Tues., May 27	<b>Undergraduate Summer Session begins.</b>
Wed., May 28	<b>Early Decision Graduate Application Deadline for Fall 2025.</b>
Thurs.-Sun., May 29-June 1	<b>Reunion Weekend.</b>
Mon., June 2	<b>Sabbatical leave requests for 2026-2027</b> are due in the Dean's Office.
Thurs.-Sun., June 5-8	<b>Alumni Council Planning Retreat at Canaras.</b>
Fri., June 27	<b>Final Application Deadline for Graduate Matriculation for Fall 2025.</b>
Fri., June 27	<b>Undergraduate Summer Session ends.</b>
Sat., July 5	<b>HEOP students arrive on campus.</b>
Mon., July 7	<b>HEOP Summer Program begins.</b>
Thurs., July 24	<b>Graduate Application deadline - Educational Leadership (Non-Certification) Program</b> for Fall semester admission.
Tue., Aug. 5	<b>HEOP Summer Program ends.</b>
Wed., Aug. 6	<b>HEOP students depart campus.</b>