

FACULTY ADMINISTRATIVE CALENDAR

FALL 2023

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 at 4:30 p.m.

DEPARTMENT CHAIR MEETINGS

Scheduled on the **2nd** Tuesday of each month at 4:30 p.m.

****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.

Thurs., Jul. 27	Major/Minor approvals due from department chairs to Registrar's Office for August degree conferrals.
Fri., Jul. 28	Admissions Visit Day.
Sun., Jul. 30	Deadline for submission of Graduate applications for Fall 2023.
Wed. - Thurs., Aug. 16-17	New Faculty Orientation.
Sun., Aug. 20	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.)
Sun., Aug. 20	New Student Orientation Begins.
Sun., Aug. 20	3:30 p.m. Matriculation Ceremony. (Newell Field House)
Mon.-Tues, Aug. 21 - 22	10:00 a.m. – 10:00 p.m. Residential buildings open for upper-class students. (Check-in at Sullivan Student Center.)
Tues., Aug. 22	First FYP class meeting.
Wed., Aug. 23	8:10 a.m. Classes begin.
Wed., Aug. 23	Graduate classes begin.
Wed., Aug. 23	Open: Student applications for "Off-Campus Study" for AY 2024-25, Fall 2024 and Spring 2025; information and links available on the CIIS website.
Wed., Aug. 23	4:30 pm Convocation Ceremony – Enchanted Forest (Gunnison Chapel rain location).
Tues., Aug. 29 (Mon., Wed., Fri. classes) Wed., Aug. 30 (Tues., Thurs. 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.
Thurs., Aug. 31	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 <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 **November 3, 2023**, 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.

- Fri., Sep. 1 **Admissions Visit Day.**
- Mon., Sep. 4 **Course spreadsheets (1st round)** for Spring 2023 sent to Department Chairs for review.
- Mon., Sep. 4 **Adjunct Request Forms due to Academic Affairs.**
- Fri., Sep. 8 **Corrected final class rosters are due.**
- Fri., Sep. 8 **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).
- Fri., Sep. 8 **Early semester progress survey** opens in Starfish.
- Fri., Sep. 15 **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.)
- Mon., Sep. 18 **Course spreadsheets (1st round) with changes from Department Chairs** for Spring 2024 are due in the Registrar's Office.
- Fri., Sep. 22 **Deadline** for submission of new course proposals to the Academic Affairs Committee for Spring 2023 semester.
- Fri. - Sat., Sep. 22-23 **Laurentian Weekend.**
- Sat., Sep.30 **Deadline: Faculty applications** for Short-Term Travel Components, Spring 2024, are due in the CIIS Office.
- Fri., Sep. 29 **Names of faculty nominated for promotion** are due in the Dean's Office, Vilas 103.
- Mon., Oct. 2 **Course spreadsheets (2nd round)** for Spring 2024 sent to Department Chairs for additional review.
- Mon., Oct. 2 **Completed Tenure Files** are due in Dean's Office, Vilas 103.
- Thurs., Oct. 5 **CIIS Off-Campus Study/Study Abroad Fair**, 11:30am-2:30pm, Student Center. *(The Deadline for student applications to study off-campus for Fall 2024, Spring 2025, and AY 2024-25 is February 1, 2024.)*
- Thurs.- Sun.,
Oct. 5-8 **Alumni Executive Council Fall Meeting.**
- Fri., Oct. 6 **Honors Reception.**
- Fri. - Sat., Oct. 6-7 **Parents Committee Fall Weekend.**
- Mon., Oct. 9 **Admissions Visit Day.**

Mon., Oct. 9	Course spreadsheets (2nd round) with changes from Department Chairs for Spring 2024 due in the Registrar's Office.
Thurs. - Fri., Oct. 12-13	Mid-Semester Break. Residence halls remain open.
Mon., Oct. 16	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. 16	APR 2.0 course listing for Spring 2024 available.
Tues., Oct. 17	Mid-semester progress survey opens in Starfish.
Thurs. - Sat., Oct. 19–21	Fall Meeting of the Board of Trustees.
Sun., Oct. 22	CIIS Pre-Departure Orientation Part I , 1:00 pm – 5:00 pm, Mandatory for All Students participating in Spring 2024 Off-Campus Study.
Tues., Oct. 24	Advising period begins for Spring 2024 registration and continues through Fri., Nov. 4.
Fri., Oct. 27	Spring semester book orders are due at the Bookstore from the faculty.
Fri., Oct. 27	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.)
Sat., Oct. 28	Augsbury/North Country Scholars Visit Day (<i>Seniors nominated for ANCS</i>).
Mon., Oct. 30	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. 30	Last day for faculty to request special space requirements for final exams from Room Reservations.
Fri., Nov. 3	Last day to withdraw from a course (undergraduate and graduate level). (End of 10 th full week of classes.)
Sun., Nov. 5	Deadline: Student application deadline for Travel Research and Enrichment Grants, Spring 2024 - Due in the Studio Abroad application system (CIIS).
Sun., Nov. 5	Deadline: Faculty/Staff Recommendations for Student Travel Research and Enrichment Grants, Spring 2024 - Due in the Studio Abroad application system (CIIS).
Mon., Nov. 6	Undergraduate Registration begins.
Mon., Nov. 6	CIIS Pre-Departure Orientation Part II , 7:00-8:30 PM; Mandatory for All Students participating in Spring 2024 Off-Campus Study.
Tue., Nov 7	CIIS Pre-Departure Orientation Part II , 7:00-8:30 PM; Mandatory for All Students participating in Spring 2024 Off-Campus Study.
Thurs., Nov. 9	Multi-cultural Visit Program (<i>Seniors Only</i>). Tentative.
Fri., Nov. 10	Admissions Visit Day.
Mon., Nov. 13	Graduate Registration begins.
Fri., Nov. 17	5:00 p.m. Residential buildings close for Thanksgiving Recess.

Fri., Nov. 17	5:00 p.m. Thanksgiving Recess begins and continues through Sun., Nov. 26 .
Sun., Nov. 26	8:00 a.m. Residential buildings open.
Mon., Nov. 27	8:30 a.m. Classes resume.
Mon. - Thurs., Dec. 4-Dec. 7	Last week of classes. No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, December 9th and 10th. Exams begin December 11th. Inasmuch as labs do not have scheduled exam periods, lab practicals may be given during the final week of classes.
Tues., Dec. 5	Deadline: Student application deadline for Summer 2024 off-campus study courses – Due in the Studio Abroad application system (CIIS).
Tues., Dec. 5	Deadline: Faculty and Staff Recommendations for students applying to off-campus Summer 2024 courses - Due in the Studio Abroad application system (CIIS).
Thurs., Dec. 7	Last Day of Classes.
Fri., Dec. 8	Reading Day.
Fri., Dec. 8	Completed PSC course evaluations are due in the Dean's Office.
Fri. - Sat., Dec. 8-9	Study Recess: No final exams are to be given.
Sun., Dec. 10	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. 15	5:00 p.m. Residential buildings close for Winter Break.
Fri., Dec. 15	Last Day of final examinations.
Sat., Dec. 16	Winter Break begins.
Wed., Dec. 20	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.
Wed., Dec. 28	Deadline for spring 2024 graduate admissions, for fall non-matriculated students continuing to matriculation and new non-matriculated students only.
Mon., Jan. 1	Academic Standing Committee meeting.
Fri., Jan. 5	9:00 a.m. Appeals of suspension due.
Fri., Jan. 5	12:00 p.m. Academic Standing Committee meets to hear appeals for suspended students.
Mon., Jan. 15	Noon. Residential Buildings re-open for spring 2024.
Wed., Jan.17	Classes begin spring semester.