

FACULTY ADMINISTRATIVE CALENDAR

SPRING 2025

Revised: **March 31, 2025**, **March 12, 2028** and **January 29, 2025**

Faculty Meetings are scheduled on the 1st and 3rd 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.,
Jan. 13-14 | New Student Orientation. |
| Tues., Jan. 14 | Open Registration in APR2 is from Noon - 11:00 pm 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.,
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 | 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 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. |

- Mon., Jan. 27 **1st 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 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 **1st 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 for Fall 2025** 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 **Alumni Executive Council Winter Weekend**
- Fri., Feb. 21 **2nd round Fall 2025 course spreadsheets back to faculty for changes.**
- Fri., Feb. 28 **2nd round Fall 2025 course spreadsheets due** in Registrar's Office.
- Sat., Mar. 1 **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.
- Fri., Mar. 1 **Admissions Admitted Student Open House.**
- Mon., Mar. 10 **Mid-semester grades are due** in APR2. This deadline is important for the computer run, to inform students of progress to date and for counseling by advisors.
- Fri., Mar. 14 **Residences close** at 5:00 p.m.
- Fri.-Sun., Mar. 14-23 **Spring Break** begins at 5:00 p.m.
- Sun., Mar. 23 **Residences reopen** at 8:00 a.m.
- Mon., Mar. 24 **Registration Advising Period** for Fall 2025 begins and continues through Friday, April 4th.
- Mon., Mar. 24 **Classes resume** at 8:00 a.m.
- Mon., Mar. 24 **Fall 2025 PDF Course Schedule** available on APR2.
- Fri., Mar. 28 **Last day to change to pass/fail grading.**
- Fri., Mar. 28** **Deadline for Moving Up Day: Academic Leadership Excellence Ceremony awards, presenters and recipients**
- Fri., Mar. 28 **Admissions Admitted Student Open House.**
- Sat., Mar.29 **Deadline: Student Applications for Peace Corps Prep Certificate.**
- Mon., Mar. 31 **Declaration to Graduate** notices due in the Registrar's Office - undergraduate and graduate levels.
- Wed., Apr. 2 **Charter Day.**
- Fri., Apr. 4 **Summer Session book orders** are due from faculty at the Bookstore.
- Fri., Apr. 4 **Last day to file a request to withdraw from a course.**
(Undergraduate & Graduate)
- Fri., Apr. 4 **Fall term book orders are due** from faculty at the Bookstore.

Sat., Apr. 5	Deadline: Student Grant Proposals for Travel Research, Travel Enrichment, and the Patti McGill Peterson-Weave grant for Fall 2025 are due in Studio Abroad Application System (Center for International and Intercultural Studies).
Sat., Apr. 5	Deadline: Faculty/Staff recommendations for Student Grant Proposals for Travel Research, Travel Enrichment, and the Patti McGill Peterson-Weave Grant for Fall 2025 are due in Studio Abroad Application System (Center for International and Intercultural Studies).
Sat., Apr. 5	Admissions Admitted Student Open House.
Sun., Apr. 6	Mandatory Pre-Departure Orientation for Summer 2025, Fall 2025, and Academic Year 2025-2026 for Off-Campus Study Students
Mon., Apr. 7	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.
Mon.-Fri., Apr. 7-11	Registration week for undergraduates in APR2.
Fri., Apr. 11	Final deadline for Senior major and minor changes and/or additions.
Fri., Apr. 11	Admissions Admitted Student Open House.
Mon., Apr. 14	Registration begins for graduate students in APR2.
Fri., Apr. 25	Undergraduate Scholarship Festival Day. (NO CLASSES)
Fri.-Sat., Apr. 25-26	Parents Committee Spring Weekend.
Fri., Apr. 25	Moving Up Day: Academic Leadership Excellence Ceremony.
Mon. Apr. 28	Admissions Sophomore/Junior Visit Day
Mon.-Fri., April 28-May 2	Last week of classes. 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	Graduate Application deadline -for Educational Leadership (Non-Certification) Program for Summer semester admission.
Fri., May 2	Last day of classes.
Sat.-Sun., May 3-4	Study Recess. No examinations are to be given during this period.
Mon., May 5	Completed PSC course evaluation forms are due in the Dean's Office.
Mon.-Sat., May 5-10	Final examinations.
Sat., May 10	Residences close for all students (EXCEPT graduating seniors) at 1:00 p.m.

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