

## 2018-2019 ACADEMIC AFFAIRS CALENDAR OF FACULTY REQUIREMENTS

DUE DATE	REQUIREMENT
<b>FALL SEMESTER</b>	
August 6, 2018	Complete Course Readiness Checklist for all online and hybrid Fall semester courses
August 13, 2018	Syllabi are due to • AH/Nursing-Program Directors; • Arts/Sciences-Lori Haye; • MHA-Dr. Watson ( <i>all at least one week prior to first day</i> )
August 13, 2018	First Day For Faculty
August 20, 2018	Reserve materials due in the library
August 27, 2018	Census Date Attendance for 8 week; 1 Session due in Empower
September 4, 2018	Census Date Attendance for 16 week due in Empower
September 10 - 14, 2018	Fall midterm grades for 8 week courses to be entered into Empower
September 24 - 28, 2018	Fall midterm grades for 12 week courses to be entered into Empower
October 1 - 5, 2018	Fall midterm grades for 15 week courses to be entered into Empower
October 15, 2018	All 8 Week Session (8WK1) Grades are due @ 12 noon
October 15, 2018	Service Learning Forms due (if project was assigned)
October 8 - 12, 2018	Fall midterm grades for 16 week courses to be entered into Empower
October 8 - 26, 2018	Textbook adoption cycle and compliance due date for Spring [a form must be submitted for <u>each</u> & <u>every</u> course]
October 23, 2018	Census Date Attendance for 8 week; 2 Session due in Empower
December 16, 2018	Service Learning Forms due (if project was assigned)
December 17, 2018	All 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due Student Records by 12 noon
<b>SPRING SEMESTER</b>	
December 21, 2018	Complete Course Readiness Checklist for all online and hybrid Spring semester courses
December 31, 2018	Syllabi are due to • AH/Nursing-Program Directors; • Arts/Sciences-Lori Haye; • MHA-Dr. Watson ( <i>all at least one week prior to first day</i> )
January 2, 2019	First Day For Faculty
January 7, 2019	Reserve materials due in the library
January 14, 2019	Census Date Attendance for 8 week; 1 Session due in Empower
January 22, 2019	Census Date Attendance for 16 week due in Empower
January 30, 2019	Rank & Promotion Applications Due
January 28 - February 1, 2019	Spring midterm grades for 8 week courses to be entered into Empower
February 11 - 15, 2019	Spring midterm grades for 12 week courses to be entered into Empower
February 25 - March 1, 2019	Spring midterm grades for 15 week courses to be entered into Empower
March 4, 2019	All 8 Week Session (8WK1) Grades are Due @ 12 noon
March 4, 2019	Service Learning Forms due (if project was assigned)
March 4 - 8, 2019	Spring midterm grades for 16 week courses to be entered into Empower
February 18 - March 8, 2019	Textbook adoption cycle and compliance due date for Summer & Fall [a form must be submitted for <u>each</u> & <u>every</u> course]
March 15, 2019	Summer Grant Application Due (Tentative)
March 18, 2019	Census Date Attendance for 8 week; 2 Session due in Empower
April 29, 2019	Complete Course Readiness Checklist for all Summer I, III, IV, V online and hybrid Summer semester courses
May 1, 2019	Complete Course Readiness Checklist for all Summer II and Summer VI online and hybrid courses

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May 5, 2019	Service Learning Forms due (if project was assigned)
May 6, 2019	All 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due Student Records by 12 noon
	<b><i>SUMMER SEMESTER</i></b>
May 6, 2019	Syllabi are due to • AH/Nursing-Program Directors; • Arts/Sciences-Lori Haye; • MHA-Dr. Watson ( <i>all at least one week prior to first day</i> )
May 13, 2019	Reserve materials due in Library
May 27 - 31, 2019	Summer midterm grades for 1st 6week courses entered into Empower
June 3 - 7, 2019	Summer midterm grades for 1st 8week courses entered into Empower
June 24, 2019	All 1st 6week Session (6WK1) Grades are Due @ 12 noon
June 24, 2019	Service Learning Forms due (if project was assigned)
June 10 - 14, 2019	Summer midterm grades for 10week courses to be entered into Empower
June 17 - 21, 2019	Summer midterm grades for 12week courses to be entered into Empower
July 1 - 5, 2019	Summer midterm grades for 2nd 8week courses to be entered into Empower
July 18, 2019	All 1st 8 Week Session (8WK) Grades are Due @ 12 noon
July 18, 2019	Service Learning Forms due (if project was assigned)
July 8 - 12, 2019	Summer midterm grades for 2nd 6week courses entered into Empower
August 4, 2019	Service Learning Forms due (if project was assigned)
August 5, 2019	All 2nd 6week Session, 2nd 8week Session, 10week Session, 12week Session Grades are Due by 12 noon