

**CONCORD UNIVERSITY**  
**Athens, West Virginia**

***2016-17 ACADEMIC PLANNING CALENDAR (7/6/16)***

<i>August 8-12 (M-F)</i>	New student registration – students should contact Andrea Tabor in Admissions for an appointment at 304-384-6031 or tabora@concord.edu
<i>August 9, Tue.</i>	New faculty orientation 8:30 a.m.-2:00 p.m. - Rahall 103
<i>August 10, Wed.</i>	Faculty seminar 9:00 a.m.-3:30 p.m. - University Point Fellowship Hall
<i>August 11, Thur.</i>	Faculty seminar 10:00 a.m.-3:30 p.m. - University Point Fellowship Hall
<i>August 12, Fri.</i>	Faculty available in offices for advising
<i>August 12, Fri.</i>	VPAD notify sixth-year tenure-track faculty of required evaluation for tenure
<i>August 15, Mon.</i>	Classes begin
<i>August 15, Mon.</i>	University freshman convocation 3:00 p.m. Fine Arts Auditorium
<i>August 16, Tue.</i>	Late registration fee begins 8:00 a.m.
<i>August 22, Mon.</i>	Faculty submit office hours to Division Chairs
<i>Sept. 2, Fri.</i>	Divisions distribute "Outside Commitments of Faculty"
<i>Sept. 2, Fri.</i>	Last day to pay fees
<i>Sept. 2, Fri.</i>	Last day for adding courses (requires signature of instructors) 4:00 p.m.
<i>Sept. 2, Fri.</i>	Faculty submit course disclosures to Division Chairs
<i>Sept. 5, Mon.</i>	Holiday - Labor Day
<i>Sept. 9, Fri.</i>	Last day to apply for Spring 2017 Student Teaching 4:00 p.m.
<i>Sept. 9, Fri.</i>	Chairs submit Grade Change Committee division appointees to VPAD
<i>Sept. 16, Fri.</i>	Divisions have Spring 2017 schedule of classes entered into the computer 4:00 p.m.
<i>Sept. 21, Wed.</i>	Last day to make application for December graduation 4:00 p.m.
<i>Sept. 23, Fri.</i>	"Outside Commitments of Faculty" returned to Division Chairs
<i>Sept. 30, Fri.</i>	First submission of Spring 2017 faculty loading logic to Associate Dean
<i>October 3, Mon.</i>	Program review comments submitted to Division Chair from faculty (on five-year program reviews sent to division faculty for comment from Division or Department Chair) (Oct. 1)
<i>October 5, Wed.</i>	Mid-semester reports of unsatisfactory grades submitted by faculty
<i>Oct. 6-7 (Th-F)</i>	Fall break
<i>October 15, Sat.</i>	Homecoming 2:00 p.m.

<i>Oct. 17-Nov. 4</i>	Advising for course selection for Spring 2017 Semester
<i>October 24, Mon.</i>	Second submission of Spring 2017 faculty loading logic to Associate Dean
<i>October 28, Fri.</i>	Last day for dropping courses with a grade of "W" or changing course status to audit 4:00 p.m.
<i>Oct. 31-Nov. 9</i>	Course selection for Spring 2017 Semester (for students presently enrolled)
<i>November 1, Tue.</i>	Compact due to HEPC (Nov. 1)
<i>November 1, Tue.</i>	Program review five-year reports from Divisions to Assessment Director for committee review (Nov. 1)
<i>November 1, Tue.</i>	Academic program yearly assessment reports from Divisions to Assessment Director for committee review
<i>Nov. 21-25 (M-F)</i>	Thanksgiving recess
<i>November 28, Mon.</i>	Chairs submit adjunct and overload requests and information for Spring 2017 to VPAD
<i>November 28, Mon.</i>	Last day to officially withdraw from the University
<i>December 1, Thur.</i>	Five-year program reviews with comments from Assessment Director back to Divisions (Dec. 1)
<i>December 2, Fri.</i>	Last class day
<i>Dec. 5-9 (M-F)</i>	Final exams
<i>December 9, Fri.</i>	Fall semester ends 5:00 p.m.
<i>December 10, Sat.</i>	Fall Commencement 11:00 a.m.
<i>December 13, Tue.</i>	Final day for submission of semester grades 4:00 p.m.
<i>December 16, Fri.</i>	Fall student evaluations of faculty summaries available for Division Secretaries to access electronically
<i>January 3, Tue.</i>	Final submission of Spring 2017 faculty loading logic to Associate Dean
<i>January 3-6 (Tu-F)</i>	New student registration – students should contact Andrea Tabor in Admissions for an appointment at 304-384-6031 or <a href="mailto:tabora@concord.edu">tabora@concord.edu</a>
<i>January 9, Mon.</i>	Classes begin
<i>January 10, Tue.</i>	Late registration fee begins 8:00 a.m.
<i>January 16, Mon.</i>	Corrected five-year program reviews back to Assessment Director from Divisions (Jan. 15)
<i>January 16, Mon.</i>	Holiday - Martin Luther King, Jr. Day
<i>January 17, Tue.</i>	Faculty submit office hours to Division Chairs
<i>January 20, Fri.</i>	Last day for adding courses (requires signature of instructors) 4:00 p.m.

<i>January 25, Wed.</i>	Faculty submit course disclosures to Division Chairs
<i>January 27, Fri.</i>	Last day to pay fees
<i>February 3, Fri.</i>	Divisions notify VPAD in writing the results of Division Chair elections (every third year)
<i>February 3, Fri.</i>	Divisions have Summer 2017 schedule of classes entered into the computer 4:00 p.m.
<i>February 3, Fri.</i>	Last day to apply for Fall 2017 Student Teaching 4:00 p.m.
<i>February 15, Wed.</i>	Final five year program reviews and executive summaries to VPAD from Assessment Director (Feb. 15)
<i>February 17, Fri.</i>	Divisions have Fall 2017 schedule of classes entered into the computer 4:00 p.m.
<i>February 17, Fri.</i>	Last day for making application for May graduation 4:00 p.m.
<i>March 3, Fri.</i>	Mid-semester reports of unsatisfactory grades submitted by faculty
<i>March 10, Fri.</i>	Faculty submit professional activity summaries to Division Chairs and Associate Dean
<i>Mar. 13-17 (M-F)</i>	Spring recess
<i>March 13, Mon.</i>	First submission of Fall 2017 faculty loading logic to Associate Dean
<i>March 15, Wed.</i>	Division Chairs submit tenure and promotion evaluations and recommendations to VPAD (March 15)
<i>March 15, Wed.</i>	Division Chairs submit evaluations and recommendations of tenure-track faculty to VPAD (March 15)
<i>Mar. 20-April 7</i>	Advising for course selection for Summer and Fall 2017
<i>Mar. 22-April 7</i>	Course selection for Summer and Fall 2017
<i>March 24, Fri.</i>	Last day for dropping courses with a grade of "W" or changing course status to audit 4:00 p.m.
<i>March 29, Wed.</i>	DeNuzzo Award nominations to VPAD
<i>March 31, Fri.</i>	Chairs submit annual evaluations of non-tenure-track faculty to VPAD (April 1)
<i>April 3, Mon.</i>	Five-year program review executive summaries from VPAD to BOG agenda and BOG Academic Affairs Sub-Committee (April 1)
<i>April 7, Fri.</i>	Divisions submit compilation of annual evaluation of Division Chairs to VPAD
<i>April 18, Tue.</i>	Five-year program review executive summaries to full Board of Governors for approval (April BoG meeting)
<i>April 21, Fri.</i>	Founders' Day Festival Ceremony 3:00 p.m.
<i>April 28, Fri.</i>	Last class day
<i>April 28, Fri.</i>	Last day to officially withdraw from the University 4:00 p.m.

<i>April 28, Fri.</i>	Chairs submit adjunct and overload requests and information for Fall 2017 to VPAD
<i>May 1, Mon.</i>	Programs/departments notified by VPAD of five-year program review(s) due next academic year (May 1)
<i>May 1, Mon.</i>	Division Chairs complete annual evaluation of tenured faculty (May 1)
<i>May 1, Mon.</i>	Second submission of Fall 2017 faculty loading logic to Associate Dean
<i>May 1-5 (M-F)</i>	Final exams
<i>May 5, Fri.</i>	Spring semester ends 5:00 p.m.
<i>May 6, Sat.</i>	Deadline for President to notify faculty, in writing, of terminal contract
<i>May 6, Sat.</i>	Spring Commencement 10:00 a.m. and 2:00 p.m.
<i>May 9, Tue.</i>	Final day for submission of semester grades 4:00 p.m.
<i>May 12, Fri.</i>	Spring student evaluations of faculty summaries available for Division Secretaries to access electronically
<i>May 31, Wed.</i>	Five-year program review report due to HEPC from VPAD (May 31)
<i>June 1, Thur.</i>	Annual Graduate Degree Report by Director of Graduate Program to HEPC (through BoG first)
<i>Wed. Before Each Summer Term</i>	Deadline for Divisions to cancel summer classes and notify students
<i>July 28, Fri.</i>	Final submission of Fall 2017 faculty loading logic to Associate Dean