

CONCORD UNIVERSITY
Athens, West Virginia

2017-18 ACADEMIC PLANNING CALENDAR (8/11/17)

<i>August 4, Friday</i>	Conflict of Commitment Declaration for fall semester submitted to Provost
<i>August 7-11 (M-F)</i>	New student registration by appointment. Contact Andrea Tabor in Admissions at 304-384-6031 or tabora@concord.edu
<i>August 8, Tue.</i>	New faculty orientation 8:30 a.m.-2:00 p.m. – Concord Room
<i>August 9, Wed.</i>	Faculty seminar 9:00 a.m.-3:30 p.m. – University Point Fellowship Hall
<i>August 10, Thur.</i>	Academic Council meeting 9:00 a.m. – Concord Room
<i>August 11, Fri.</i>	Faculty available in offices for advising
<i>August 11, Fri.</i>	Provost notify sixth-year tenure-track faculty of required evaluation for tenure
<i>August 14, Mon.</i>	Faculty submit syllabi to Department Chairs
<i>August 14, Mon.</i>	Classes begin fall semester
<i>August 14, Mon.</i>	University freshman convocation 3:00 p.m. Fine Arts Auditorium
<i>August 15, Tue.</i>	Late registration fee begins 8:00 a.m.
<i>August 18, Fri.</i>	Last day for changing course status to audit 4:00 p.m.
<i>August 21, Mon.</i>	Faculty submit office hours to Department Chairs
<i>Sept. 1, Fri.</i>	Last day to pay fees
<i>Sept. 1, Fri.</i>	Last day for adding courses (requires signature of instructors) 4:00 p.m.
<i>Sept. 4, Mon.</i>	Holiday - Labor Day
<i>Sept. 8, Fri.</i>	Last day to apply for Spring 2018 Student Teaching 4:00 p.m.
<i>Sept. 15, Fri.</i>	Departments have final Spring 2018 schedule of classes entered in BANNER 4:00 p.m.
<i>Sept. 20, Wed.</i>	Last day to make application for December graduation without late fees 4:00 p.m.
<i>Sept. 22, Fri.</i>	First submission of Spring 2018 faculty loading logic to Associate Provost
<i>October 2, Mon.</i>	Program review comments submitted to Chairs from faculty (on five-year program reviews sent to faculty for comment from Department Chair) (Oct. 1)
<i>October 4, Wed.</i>	Mid-semester reports of unsatisfactory grades submitted by faculty
<i>Oct. 5-6 (Th-F)</i>	Fall break
<i>October 14, Sat.</i>	Homecoming 1:00 p.m.
<i>Oct. 16-Nov. 3</i>	Advising for course selection for Spring 2018 Semester
<i>October 27, Fri.</i>	Last day for dropping courses with a grade of "W" 4:00 p.m.

<i>Oct. 30-Nov. 8</i>	Course selection for Spring 2018 Semester (for students presently enrolled)
<i>November 1, Wed.</i>	Compact due to HEPC (Nov. 1)
<i>November 1, Wed.</i>	Program review five-year reports from Departments to Assessment Director for committee review (Nov. 1)
<i>November 1, Wed.</i>	Academic program yearly assessment reports from Departments to Assessment Director for committee review
<i>November 10, Mon.</i>	Second submission of Spring 2018 faculty loading logic to Associate Provost
<i>Nov. 20-24 (M-F)</i>	Thanksgiving recess
<i>November 27, Mon.</i>	Chairs submit adjunct/overload requests and information for Spring 2018 to Provost
<i>December 1, Fri.</i>	Last day to officially withdraw from the University
<i>December 1, Fri.</i>	Five-year program reviews with comments from Assessment Director back to Departments (Dec. 1)
<i>December 1, Fri.</i>	Last class day fall semester
<i>Dec. 4-8 (M-F)</i>	Final exams fall semester
<i>December 8, Fri.</i>	Fall semester ends 5:00 p.m.
<i>December 9, Sat.</i>	Fall Commencement 11:00 a.m.
<i>December 12, Tue.</i>	Final day for submission of semester grades 2:00 p.m.
<i>December 15, Fri.</i>	Fall student evaluations of faculty summaries available for Department Secretaries to access electronically
<i>January 2-5 (Tu-F)</i>	New student registration by appointment. Contact Andrea Tabor in Admissions at 304-384-6031 or tabora@concord.edu
<i>January 4, Thur.</i>	Conflict of Commitment Declaration for spring semester submitted to Provost
<i>January 5, Fri.</i>	Final submission of Spring 2018 faculty loading logic to Associate Provost and Provost
<i>January 8, Mon.</i>	Faculty submit syllabi to Department Chairs
<i>January 8, Mon.</i>	Classes begin spring semester
<i>January 9, Tue.</i>	Late registration fee begins 8:00 a.m.
<i>January 12, Fri.</i>	Last day for changing course status to audit 4:00 p.m.
<i>January 15, Mon.</i>	Corrected five-year program reviews back to Assessment Director from Departments (Jan. 15)
<i>January 15, Mon.</i>	Holiday - Martin Luther King, Jr. Day
<i>January 16, Tue.</i>	Faculty submit office hours to Department Chairs
<i>January 26, Fri.</i>	Last day for adding courses (requires signature of instructors) 4:00 p.m.

<i>January 26, Fri.</i>	Last day to pay fees
<i>February 2, Fri.</i>	Departments notify Provost in writing the results of Department Chair elections (every third year)
<i>February 2, Fri.</i>	Departments have final Summer 2018 schedule of classes entered in BANNER 4:00 p.m.
<i>February 2, Fri.</i>	Last day to apply for Fall 2018 Student Teaching 4:00 p.m.
<i>February 15, Thur.</i>	Final five year program reviews and executive summaries to Provost from Assessment Director (Feb. 15)
<i>February 16, Fri.</i>	Departments have final Fall 2018 schedule of classes entered in BANNER 4:00 p.m.
<i>February 16, Fri.</i>	Last day for making application for May/August graduation without late fees 4:00 p.m.
<i>February 23, Fri.</i>	First submission of Fall 2018 faculty loading logic to Associate Provost
<i>February 28, Wed.</i>	Founders' Day Ceremony 3:00 p.m. – Fine Arts Auditorium
<i>March 2, Fri.</i>	Mid-semester reports of unsatisfactory grades submitted by faculty
<i>Mar. 12-16 (M-F)</i>	Spring recess
<i>March 16, Fri.</i>	Faculty submit professional activity summaries to Department Chairs and Associate Provost
<i>March 19, Mon.</i>	Department Chairs submit tenure and promotion evaluations and recommendations to Provost/Deans (March 15)
<i>March 19, Mon.</i>	Department Chairs submit evaluations and recommendations of tenure-track faculty to Provost/Deans (March 15)
<i>March 20, Tue.</i>	DeNuzzo Award nominations to Provost
<i>Mar. 19-April 6</i>	Advising for course selection for Summer and Fall 2018
<i>Mar. 26-April 6</i>	Course selection for Summer and Fall 2018
<i>March 30, Fri.</i>	Last day for dropping courses with a grade of "W" 4:00 p.m.
<i>March 30, Fri.</i>	Chairs submit annual evaluations of non-tenure-track faculty to Provost/Deans (April 1)
<i>April 3, Tue.</i>	Five-year program review executive summaries from Provost to BOG agenda and BOG Academic Affairs Sub-Committee (for April BOG meeting)
<i>April 6, Fri.</i>	Departments submit compilation of annual evaluation of Department Chairs to Provost
<i>April 17, Tue.</i>	Five-year program review executive summaries to full Board of Governors for approval (April BoG meeting)
<i>April 27, Fri.</i>	Last class day spring semester
<i>April 27, Fri.</i>	Last day to officially withdraw from the University 4:00 p.m.

<i>April 27, Fri.</i>	Chairs submit adjunct and overload requests and information for Fall 2018 to Provost
<i>April 30, Mon.</i>	Second submission of Fall 2018 faculty loading logic to Associate Provost
<i>May 1, Tue.</i>	Programs/departments notified by Provost of five-year program review(s) due next academic year (May 1)
<i>May 1, Tue.</i>	Department Chairs complete annual evaluation of tenured faculty (May 1)
<i>April 30-May 4 (M-F)</i>	Final exams spring semester
<i>May 4, Fri.</i>	Spring semester ends 5:00 p.m.
<i>May 5, Sat.</i>	Deadline for President to notify faculty, in writing, of terminal contract
<i>May 5, Sat.</i>	Spring Commencement 10:00 a.m. and 2:00 p.m.
<i>May 8, Tue.</i>	Final day for submission of semester grades 2:00 p.m.
<i>May 9, Wed.</i>	Deadline for Departments to cancel first summer term classes and notify students
<i>May 11, Fri.</i>	Spring student evaluations of faculty summaries available for Department Secretaries to access electronically
<i>May 14, Mon.</i>	First summer term begins
<i>May 28, Mon.</i>	Holiday – Memorial Day
<i>May 31, Thur.</i>	Five-year program review report due to HEPC from Provost (May 31)
<i>June 1, Fri.</i>	Annual Graduate Degree Report by Director of Graduate Program to HEPC (through BoG first)
<i>June 13, Wed.</i>	Deadline for Departments to cancel second summer term classes and notify students
<i>June 15, Fri.</i>	Final exams first summer term
<i>June 18, Mon.</i>	Second summer term begins
<i>July 4, Wed.</i>	Holiday – Independence Day
<i>July 20, Fri.</i>	Final exams second summer term
<i>July 27, Fri.</i>	Final submission of Fall 2018 faculty loading logic to Associate Provost and Provost