

CONCORD UNIVERSITY
Athens, West Virginia

2018-19 ACADEMIC PLANNING CALENDAR (8/1/18)

<i>August 3, Friday</i>	Conflict of Commitment Declaration for fall semester submitted to Provost (Aug. 4)
<i>August 6-10 (M-F)</i>	New student registration by appointment. Contact Andrea Tabor in Admissions at 304-384-6031 or tabora@concord.edu
<i>August 7, Tue.</i>	New faculty orientation 8:30 a.m.-2:00 p.m. – Concord Room
<i>August 8, Wed.</i>	Faculty seminar 9:00 a.m.-3:00 p.m. – University Point Fellowship Hall
<i>August 9, Thur.</i>	Academic Council meeting 9:00 a.m. – Concord Room
<i>August 10, Fri.</i>	Faculty available in offices for advising 10:00 a.m.-3:00 p.m.
<i>August 10, Fri.</i>	Provost notify sixth-year tenure-track faculty of required evaluation for tenure
<i>August 13, Mon.</i>	Faculty submit syllabi to Department Chairs and syllabi@concord.edu
<i>August 13, Mon.</i>	Classes begin fall semester
<i>August 13, Mon.</i>	University freshman convocation 3:00 p.m. Fine Arts Auditorium (3:00 classes cancelled)
<i>August 14, Tue.</i>	Late registration fee begins 8:00 a.m.
<i>August 17, Fri.</i>	Last day for changing course status to audit 4:00 p.m.
<i>August 17, Fri.</i>	Last day for adding courses (requires signature of instructors) 4:00 p.m.
<i>August 20, Mon.</i>	Faculty submit office hours to Department Chairs
<i>August 31, Fri.</i>	Last day to pay fees
<i>Sept. 3, Mon.</i>	Holiday - Labor Day
<i>Sept. 7, Fri.</i>	Last day to apply for Spring 2019 Student Teaching 4:00 p.m.
<i>Sept. 10, Mon.</i>	Faculty applying for promotion submit a letter of intent to Department Chair and College Dean
<i>Sept. 14, Fri.</i>	Departments have final Spring 2019 schedule of classes entered in BANNER 4:00 p.m.
<i>Sept. 19, Wed.</i>	Last day to make application for December graduation without late fees 4:00 p.m.
<i>Sept. 21, Fri.</i>	First submission of Spring 2019 faculty loading logic to Associate Provost and Provost
<i>October 1, 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 6, Sat.</i>	Homecoming 1:00 p.m.
<i>October 8, Mon.</i>	Mid-semester grade reports
<i>Oct. 15-Nov. 2</i>	Advising for course selection for Spring 2019 Semester

<i>Oct. 29-Nov. 9</i>	Course selection for Spring 2019 Semester (for students presently enrolled)
<i>November 1, Thur.</i>	Compact due to HEPC (Nov. 1)
<i>November 1, Thur.</i>	Program review five-year reports from Departments to Assessment Director for committee review (Nov. 1)
<i>November 1, Thur.</i>	Academic program yearly assessment reports from Departments to Assessment Director for committee review
<i>November 2, Fri.</i>	Last day for dropping courses with a grade of "W" 4:00 p.m.
<i>November 9, Fri.</i>	Second submission of Spring 2019 faculty loading logic to Associate Provost and Provost
<i>Nov. 19-23 (M-F)</i>	Thanksgiving recess
<i>November 28, Wed.</i>	Chairs submit adjunct/overload requests and information for Spring 2019 to Provost
<i>November 30, Fri.</i>	Last day to officially withdraw from the University 4:00 p.m.
<i>November 30, Fri.</i>	Five-year program reviews with comments from Assessment Director back to Departments (Dec. 1)
<i>November 30, Fri.</i>	Department Chairs complete semester evaluation of adjunct faculty
<i>November 30, Fri.</i>	Last class day fall semester
<i>Dec. 3-7 (M-F)</i>	Final exams fall semester
<i>December 7, Fri.</i>	Fall semester ends 5:00 p.m.
<i>December 8, Sat.</i>	Fall Commencement 11:00 a.m.
<i>December 11, Tue.</i>	Final day for submission of semester grades 12:00 noon
<i>December 14, Fri.</i>	Fall student evaluations of faculty summaries available for Department Assistants to access electronically
<i>January 4, Fri.</i>	Conflict of Commitment Declaration for spring semester submitted to Provost (Jan. 4)
<i>January 8-11 (Tu-F)</i>	New student registration by appointment. Contact Andrea Tabor in Admissions at 304-384-6031 or tabora@concord.edu
<i>January 11, Fri.</i>	Final submission of Spring 2019 faculty loading logic to Associate Provost and Provost
<i>January 14, Mon.</i>	Faculty submit syllabi to Department Chairs and syllabi@concord.edu
<i>January 14, Mon.</i>	Classes begin spring semester
<i>January 15, Tue.</i>	Late registration fee begins 8:00 a.m.
<i>January 15, Tue.</i>	Corrected five-year program reviews back to Assessment Director from Departments (Jan. 15)
<i>January 18, Fri.</i>	Last day for changing course status to audit 4:00 p.m.
<i>January 21, Mon.</i>	Holiday - Martin Luther King, Jr. Day

<i>January 22, Tue.</i>	Faculty submit office hours to Department Chairs
<i>February 1, Fri.</i>	Last day for adding courses (requires signature of instructors) 4:00 p.m.
<i>February 1, Fri.</i>	Last day to pay fees
<i>February 8, Fri.</i>	Departments notify Provost in writing the results of Department Chair elections (every third year)
<i>February 8, Fri.</i>	Departments have final Summer 2019 schedule of classes entered in BANNER 4:00 p.m.
<i>February 8, Fri.</i>	Last day to apply for Fall 2019 Student Teaching 4:00 p.m.
<i>February 15, Fri.</i>	Final five year program reviews and executive summaries to Provost from Assessment Director (Feb. 15)
<i>February 22, Fri.</i>	Departments have final Fall 2019 schedule of classes entered in BANNER 4:00 p.m.
<i>February 22, Fri.</i>	Last day for making application for May/August graduation without late fees 4:00 p.m.
<i>February 25, Mon.</i>	Founders' Day Ceremony 3:00 p.m. – Fine Arts Auditorium
<i>March 4, Mon.</i>	First submission of Fall 2019 faculty loading logic to Associate Provost and Provost
<i>March 6, Wed.</i>	Mid-semester grade reports
<i>Mar. 11-15 (M-F)</i>	Spring recess
<i>March 8, Fri.</i>	Department Chairs submit tenure, promotion, tenure-track, and non-tenure-track faculty evaluations and recommendations to College Deans
<i>March 8, Fri.</i>	DeNuzzo Award nominations to Provost
<i>March 15, Fri.</i>	Faculty submit professional activity summaries to Department Chairs and Associate Provost
<i>March 18-29</i>	Advising for course selection for Summer and Fall 2019
<i>March 25-29</i>	Course selection for Summer and Fall 2019
<i>April 5, Fri.</i>	Last day for dropping courses with a grade of "W" 4:00 p.m.
<i>April 5, Fri.</i>	Departments submit compilation of annual evaluation of Department Chairs to College Deans
<i>April 8, Mon.</i>	Five-year program review executive summaries from Provost to BOG agenda and BOG Academic Affairs Sub-Committee (for April BOG meeting)
<i>April 19, Fri.</i>	Department Chairs submit annual evaluation of tenured faculty to College Deans
<i>April 23, Tue.</i>	Five-year program review executive summaries to full Board of Governors for approval (April BoG meeting)
<i>April 26, Fri.</i>	College Deans submit annual evaluation of tenured faculty to Provost
<i>April 30, Tue.</i>	College Deans submit summary of faculty evaluations to Provost

<i>May 1, Wed.</i>	Chairs submit adjunct/overload requests and information for Fall 2019 to Provost
<i>May 1, Wed.</i>	Programs/departments notified by Provost of five-year program review(s) due next academic year (May 1)
<i>May 3, Fri.</i>	Department Chairs complete semester evaluation of adjunct faculty
<i>May 3, Fri.</i>	Last class day spring semester
<i>May 3, Fri.</i>	Last day to officially withdraw from the University 4:00 p.m.
<i>May 6, Mon.</i>	Second submission of Fall 2019 faculty loading logic to Associate Provost and Provost
<i>May 6-10 (M-F)</i>	Final exams spring semester
<i>May 10, Fri.</i>	Spring semester ends 5:00 p.m.
<i>May 11, Sat.</i>	Spring Commencement 10:00 a.m. and 2:00 p.m.
<i>May 14, Tue.</i>	Final day for submission of semester grades 12:00 noon
<i>May 15, Wed.</i>	Deadline for Departments to cancel first summer term classes and notify students
<i>May 17, Fri.</i>	Spring student evaluations of faculty summaries available for Department Assistants to access electronically
<i>May 20, Mon.</i>	First summer term begins
<i>May 27, Mon.</i>	Holiday – Memorial Day
<i>May 31, Fri.</i>	Five-year program review report due to HEPC from Provost (May 31)
<i>May 31, Fri.</i>	Annual Graduate Degree Report by Director of Graduate Program to HEPC (through BoG first) (June 1)
<i>June 19, Wed.</i>	Deadline for Departments to cancel second summer term classes and notify students
<i>June 21, Fri.</i>	Final exams first summer term
<i>June 24, Mon.</i>	Second summer term begins
<i>July 4, Thur.</i>	Holiday – Independence Day
<i>July 26, Fri.</i>	Final exams second summer term
<i>July 26, Fri.</i>	Final submission of Fall 2019 faculty loading logic to Associate Provost and Provost