

# DATES AND DEADLINES

# 2024-2025

## AUGUST 2024

5-9	Dean's offices will send previous Spring schedules to Directors
15	Promotion & Tenure materials due to Director, Faculty self-evaluations are due to Director
16	New Faculty Orientation (new full-time)
20	Opening Faculty Workshop
19-23	New Student Welcome Week
26	Fall 2024 Term 16 Week Courses Begin Course syllabi due to Dean's office
30	Final Schedule of Spring 2025 schedules due Winter Immersion 2025 submissions due

## September 2024

1	Last day to add/drop 16-week course Last day to add/drop 1 <sup>st</sup> 8-week course
2	Labor Day- Campus Closed
13	Last day for P/F option for 1 <sup>st</sup> 8-week course
15	Director forwards a summary of School recommendation on approval/denial of Promotion/Tenure case to Dean
22	Response (if any) from applicant to Director regarding Promotion/Tenure letter Dean's office entry of Spring 2025 schedule, complete and released to campus and Akademos
22	Director evaluations of Faculty due to Dean
30	Faculty may begin book adoption with Akademos
27-29	Homecoming

## October 2024

4	Last Day for P/F option for 16-week course Last Day to Withdraw from 1 <sup>st</sup> 8-week course
14	Campus Visit Day
15	Dean submits their recommendation to approve/deny candidate's P & T along with candidate's portfolio to the Provost
18	Faculty book adoptions due to Akademos End of 1 <sup>st</sup> 8-week courses Deadline for Winter Immersion Proposals Spring and Summer Incomplete Grades Due
21	2nd 8-week courses begin
22	Response (if any) from applicant on Dean's letter on Promotion/Tenure
24-27	Fall Break- no classes
25	Mid-term grades due 1 <sup>st</sup> 8-week course grades due by 5pm Deans' evaluations of Faculty due to Provost
27	Last day to add/drop 2 <sup>nd</sup> 8-week course
29	Provost convenes the Advisory Committee on P&T and forwards to the committee the recommendations from the Director and the candidate's portfolio

## November 2024

8	Last day for P/F option for 2 <sup>nd</sup> 8-week course
9	Campus Visit Day
12	Scheduling Day
13	Early Registration for Winter Immersion & Spring 2025
15	Spring adjunct contract requests due to Provost
19	Last Day to withdraw from 16-week course
25-1	Thanksgiving Recess- No classes
29	Last day to withdraw from 2nd 8-week course

## December 2024

1	Academic leave requests due to Deans
2	Classes resume
13	Last day of classes
15	December Commencement Promotion & Tenure Committee forwards recommendations to Provost Academic leave recommendations from Deans due to Provost
16-20	Final Exams
22	Response (if any) from applicant on Committee's letter on Promotion/Tenure
26	All Grades are Due for Fall 2024 by 5pm

**Winter Immersion: December 23- January 17**  
(Immersion grades due 1 week after end of course)

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# 2024-2025

## January 2025

2-8	Dean's offices will send previous Fall schedules to Directors
15	Provost forwards recommendation to President on promotion/tenure
21	Spring 2025 16-Week Courses Begin Course syllabi due to Dean's Office 3 Yr. growth plans of 1st Year faculty due Winter Immersion grades due
26	Last day to add/drop 16-week course

## February 2025

3	Final Schedule of Fall 2025 & 2025 Summer Immersion submissions due
7	Last day for P/F option for 1 <sup>st</sup> 8-week course
8	Scholarship Interview Day
15	President approves or denies the promotion/tenure applications and submits to BOT
22	Campus Visit Day
24	Dean's office entry of Fall 2025 schedule complete and released to campus and Akademos
After BOT Mtg	President notifies applicants of recommendation for promotion/tenure and sabbatical leaves are announced

## March 2025

2	Last Day for P/F option for 16-week course
3	Faculty may begin book adoptions with Akademos
14	1 <sup>st</sup> 8-week courses end Fall Incomplete grades due
15-23	Spring Break- No classes
24	Mid-Term Grades Due 1 <sup>st</sup> 8-week courses grades due by 5pm 2 <sup>nd</sup> 8-week courses begin
29	Faculty book adoptions due to Akademos Admitted Student Day
30	Last day to add/drop 2 <sup>nd</sup> 8-week course

## April 2025

8	Scheduling Day
9	Early Registration for Summer and Fall 2025
12	Campus Visit Day
14	Last day for P/F option – 2 <sup>nd</sup> 8-weeks
15	Last day to Withdraw from 16-week course
18	Easter holiday- no classes
21	Classes resume
24	Honors Convocation
25	Celebration of Scholarship Day Research Poster Symposium Last day to Withdraw from 2 <sup>nd</sup> 8-week course
26	Honors Showcase

## May 2025

9	Last Day of Class
15	Fall adjunct contract requests due to Provost
12-16	Final Exams
18	Commencement
21	All Grades are Due for Spring 2025 by 5pm

**Summer Immersion: May 19-August 15**  
(Immersion grades due 1 week after end of course)

## June 2025

15	Staff evaluations due to Human Resources
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