2022 - 2023
College of Arts & Sciences

Deadlines and Events
All dates are subject to change.

Color Key:
Office of Resources and Operations (371 Central)
Office of Faculty Advancement/Curriculum/Graduate Studies (371 Central)
Recruiting Events
Records and Registration/University Calendar
Holidays
[BOLD indicates deadline dates]

Spring Semester: January 9 – April 28, 2023 (Fifteen week classes)

JANUARY


Week 1
New Year’s Day – University Closed (1/2)
Call for Emeritus recommendations and Intent to Retire letters

Week 2
Spring Semester begins (1/9)
Departments gain CSS access to data enter the Fall Class schedules (11/4/22 – 1/24)

Week 3
Last day to add classes without college permission for Spring Session (1/15)
Martin Luther King Day – University closed (1/16)
APRs for QRF in year 1 submit dossier through Faculty 180/RPT (1/18)
Fall schedules and combined class forms due in the College Office (1/20)
Merit notification to Faculty (1/20)

Week 4
Last day to apply for May graduation, undergraduate (1/22)
Last day to drop/change grading option w/o college permission for Spring Session (1/22)
Fifteenth Day Census (1/23)
Schedule development for Fall 2023 ends (1/24)
Schedule development for Spring 2024 begins (1/26 – 3/1)
APRs for probationary TTF submitted through Faculty 180/RPT (1/31)

FEBRUARY

Call for the nominations for the Diversity Award
Call for nominations for Distinguished Teaching Award

Week 1
Notification of renewal letters sent to QRF in years 4-6 (from Provost by 2/1)
Last Day to Apply for May Graduation, graduate students (2/3)
Week 2  
Notification of faculty intent to retire at end of academic year due to the College Office (2/10)  
Faculty emeritus recommendations due in College office (2/10)

Week 3  
Summer class registration begins (2/13)  
APRs for QRF in year 1: Unit recommendations to College submitted via Faculty 180/RPT (2/15)

Week 4  
Recruiting  
Presidents’ Day Open House (2/20)

**MARCH**

Week 1  
Spring 2024 schedule development ends (3/1)  
*Spring 2024 combined class forms due in the College Office (3/1)*  
Call for evaluation of Chairs and Directors (due 4/15)  
Application for Distinguished Teaching Award due in College Office (due 3/1)

Week 2  
*Spring Break (3/6-10)*  
College sends summer worksheets to departments for verification (3/6)

Week 3  
Diversity Award Nominations due (3/17)

Week 5  
Fall class enrollment begins (3/27)  
Workshops to be held for faculty seeking promotion, tenure, or reappointment  
Chair/Director Recommendations for TTF APRs submitted via Faculty 180 (3/31)  
Last day to withdraw, undergraduates w/college permission; graduates w/coordinator approval (3/31)  
Finalized summer school worksheets and Project Director forms due to the College Office (3/31)

**APRIL**

Week 1  
Notification of renewal sent to QRF in years 1-3 (from Provost by 4/1)  
Spring 2023 Schedule of Classes available on the web. Changes need College approval (4/3)

Week 3  
Chair/Director evaluations due to College office submitted via college on-line portal (4/15)  
Last Day of classes, Spring session (4/21)

Week 4  
Exam week (4/24 - 4/28)  
Commencement, Graduate and Undergraduates Commencement (4/28)  
Undergraduate Commencement (4/29)
**M A Y**

**Week 1**
First 4-week summer session begins (5/15)
First 6-week summer session begins (5/15)
First 8-week summer session begins (5/15)
12-week summer session begins (5/15)

**Week 2**

**Week 3**
3-week summer session begins (5/15)
First 4-week summer session begins (5/15)
First 6-week summer session begins (5/15)
First 8-week summer session begins (5/15)
12-week summer session begins (5/15)

**Week 4**
Last Day to apply for August Graduation, Undergraduates (5/21)

**Week 5**
Memorial Day – University closed (5/29)
Last Day to apply for August Graduation, Graduates (5/29)

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**Summer session, 3-week session – May 15 – June 2, 2023**
**Summer session, 1st 4-week session – May 15 – June 9, 2023**
**Summer session, 1st 6-week session – May 15 – June 23, 2023**
**Summer session, 1st 8-week session – May 15 – July 7, 2023**
**Summer session, Full 12 week session – May 15 – August 4, 2023**
**Summer session, 2nd 4-week session – June 12 – July 7, 2023**
**Summer session, 2nd 8-week session – June 12 – August 4, 2023**
**Summer session, 2nd 6-week – June 26 – August 4, 2023**
**Summer session, 3rd 4-week session – July 10 – August 4, 2023**

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**J U N E**

**Week 1**
Last day of the three-week session (6/2)

**Week 2**
Last day of the first four-week session (6/9)
Second 4-week summer session begins (6/12)
Second 8-week summer session begins (6/12)

**Week 3**
Juneteenth – University closed (6/19)
Last day of the first six-week session (6/23)

**Week 4**
Second 6-week summer session begins (6/26)

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**J U L Y**

**Week 1**
Independence Day – University closed (7/4)
Last Day of first eight-week session (7/7)

**Week 2**
Third 3-week summer session begins (7/10)
Contract requests due for adjunct faculty for Fall 2023 (7/14)
<table>
<thead>
<tr>
<th>Week 4</th>
<th>Classified/Administrative Staff annual evaluations due to Human Resources (7/31)</th>
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<tbody>
<tr>
<td><strong>AUGUST</strong></td>
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| Week 1 | Last Day of the second six-week session (8/4)  
Last Day of the second eight-week session (8/4)  
Last Day of the twelve-week session (8/4)  
Summer Commencement (8/5) |
| Week 2 | Full-time Faculty academic year contract begins (8/7) |
| Week 4 | Fall semester begins (8/21) |