

MEMORANDUM

To: Faculty
From: Prabhat Hajela, Provost
Subject: **IMPORTANT INFORMATION AND REMINDERS FOR THE FALL TERM**

In preparing for the Fall term, please read this memorandum carefully and completely. It contains a great deal of important information. We have highlighted significant dates and information to ensure that faculty, students, and staff have a productive and effective academic term. This memorandum highlights key dates and required information/action, followed by links to key information you will need.

[Academic Calendar](#) – CHECK OUT IMPORTANT THESIS DUE DATES

Dates of Interest:

Date	Interest	Resource Links
Aug. 31	First day of Classes	
Aug. 31	Syllabi due in Digital Measures for Fall Semester	Developing the Course Syllabus Online DigitalMeasures® Instructions Streaming Videos
Sept. 4	Labor Day – No Classes, Staff Holiday	
Oct. 9	Columbus Day – No Classes	
Oct. 10	Classes Resume – Follow a MONDAY Schedule	
OCT 13	EWS DUE All Students must receive a major assessment grade by this time	EWS Step by Step Documentation
Oct 20	Fall 2017 Drop Course Deadline	
Oct. 23 – Nov. 3	Consultation Week, advising for course selection	
Nov. 6 – 20	Registration for Spring 2018 Classes	
Nov. 21	Pass/No Credit Deadline	
Nov. 22 – 24	Thanksgiving Break – No Classes	
Dec. 13	Last Day of Classes	
Dec. 14-15	Study Review Days – No Classes or Final Exams to be held	
Dec. 18	Grades due for courses with no scheduled final exam	
Dec. 18 - 22	Final exams - the only dates that final exams may be given Grades for courses with scheduled final exams are due 48 hours after the exam	Timing of Exams, Final Exams, and Final Projects Grading Policy
Jan. 3, 2018	Student Course Evaluation Reports Available	Student Course Evaluation Course Response (Digital Measures)
Jan. 3, 2018	Course Assessment Action Forms Due	Course Assessment Action Form

Please be aware of our policies on:

- [Disability Services for Students](#)
- [Excuse Policy](#)
- [Student Complaint Process](#)
- [Academic Integrity Reporting \(if a violation has occurred\)](#)
- [Timing of Exams, Final Exams, and Final Projects](#)
- [Grading Policy](#)

Key Required Information For / Actions From Faculty:

- [Digital Measures Scheduled Teaching records created by first week of classes and actual distributed syllabi attached thereto](#)
- [Faculty Forms](#)
- [Course Assessment Action Forms completed within a month of semester ending](#)