

## 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. 30	First day of Classes	
Aug. 30	<b>Syllabi due in Digital Measures for Fall Semester</b>	<a href="#">Developing the Course Syllabus</a> <a href="#">Online DigitalMeasures® Instructions</a> <a href="#">Streaming Videos</a>
Sept. 3	Labor Day – No Classes, Staff Holiday	
Oct. 8	Columbus Day – No Classes	
Oct. 9	Classes Resume – <b>Follow a MONDAY Schedule</b>	
Oct. 12	<b>EWS DUE</b> - Students must have received a major assessment grade	<a href="#">EWS Step by Step Documentation</a>
Oct 24	Fall 2018 Drop Course Deadline	
Oct. 22 – Nov. 2	Consultation Weeks, advising for course selection	
Nov. 5 – 19	Registration for All Currently Enrolled Students for Spring 2019 Classes	
Nov. 20	Pass/No Credit Deadline	
Nov. 21–23	Thanksgiving Break – No Classes	
Dec. 12	Last Day of Classes	
Dec. 13-16	Study Review Days – No Classes or Final Exams to be held	
Dec. 17 (9a.m.)	Grades due for courses with no scheduled final exam	
Dec. 17 – 21	Research grades and Independent Study grades due Final exams - the only dates that final exams may be given <b>Grades for courses with scheduled final exams are due 48 hours after the exam</b>	<a href="#">Timing of Exams, Final Exams, and Final Projects Grading Policy</a>
Jan. 3, 2019	Student Course Evaluation Reports Available	<a href="#">Student Course Evaluation Course Response (Digital Measures)</a>
Jan. 3, 2019	Course Assessment Action Forms Due	<a href="#">Course Assessment Action Form</a>

### **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](#)
- [Course Assessment Action Forms completed within a month of semester ending](#)
- [Faculty Forms](#)