

MEMORANDUM

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

In preparing for the summer 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
May 20	Summer I & II Classes Begin(including Summer Arch Courses)	
May 20	Arch Kick-Off Event	
May 24	EWS (Attendance Report) DUE	EWS Step by Step Documentation
May 27	Memorial Day – No Classes, Staff Holiday	
May 29	Wednesday is Monday Schedule!	
May 30	Syllabi due in Digital Measures for Summer 1 & Summer II Sessions	Developing the Course Syllabus Online DigitalMeasures® Instructions Streaming Videos
June 1	EWS Due (and at least one grade – test, quiz, etc.)	EWS Step by Step Documentation
June 28	Final exams and last day of Summer II classes Grades for courses with scheduled final exams are due 48 hours after the exam	Timing of Exams, Final Exams, and Final Projects Grading Policy
July 1-5	Summer Break – No Classes, July 4 staff holiday	
July 8	Summer III Classes Begin (including Summer Arch Courses)	
July 12	EWS (Attendance Report) DUE	EWS Step by Step Documentation
July 15	Syllabi due in Digital Measures for Summer III Session	Developing the Course Syllabus Online Digital Measures Instructions Streaming Videos
July 25	Student Course Evaluation Reports Available for Summer Session II	Student Course Evaluation Course Response (Digital Measures)
July 26	EWS DUE (AND AT LEAST ONE GRADE DUE)	EWS Step by Step Documentation
Aug 16	Final exams and last day of Summer I & III classes Grades for courses with scheduled final exams are due 48 hours after the exam	Timing of Exams, Final Exams, and Final Projects Grading Policy
Sep 5	Student Course Evaluation Reports Available for Summer Sessions I & III	Student Course Evaluation Course Response (Digital Measures)
Sep 5	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](#)
- [Course Assessment Action Forms completed within a month of semester ending](#)
- [Faculty Forms](#)