

Calendar Guidelines for Faculty
Fall 2018 and Spring 2019

It has been suggested that the Senate provide a list of events, dates and policies that will impact class schedules. Below is a list of dates and relevant policies that should be considered in designing courses for Fall, 2018 and Spring, 2019 terms. These dates are based on the current 2018-2019 Academic Calendar as well as adopted and approved Senate proposals.

Fall 2018 Term

Dates	Event	Relevant Policy Notes
Monday, September 3	Labor Day Recess	
Tuesday, September 4	Instruction Begins	
Friday, September 7 noon	K-Day Recess	
Monday, September 10	Classes Resume	
Friday, September 28, 3 p.m.	Homecoming Recess begins	
Monday, October 1	Classes Resume	
Wednesday, October 3, noon-6:00 p.m.	Career Fair	Regular exams, major projects and papers, and presentations shall not be given or be due on the day of Career Fair. (Senate Policy 606.1)
Friday, October 19	End of Term A Mid-Term Grade Roster due in OSRR (for 1st Year Students Only)	Mid-semester grades will be given to first-year students enrolled in a course offered for credit (Senate Policy 309.1)
Monday, October 22	Term B Begins	
Friday, November 16, 10p.m.	Thanksgiving Recess begins	
Monday, November 26	Classes Resume	
Monday December 10 - Friday December 14	Last Week of Classes	No Final Exams are allowed during this week (Final Exam Policy 602.1)
Saturday, December 15	Mid-Year Commencement	
Monday December 17 - Friday, December 21	Final Exam Period	<ul style="list-style-type: none"> • No final exams will be given earlier than the final exam week. • No instruction is to be continued during the final exam week, except that the final exam time assigned to a course can be used for instruction if an instructor so desires. • Any departure from an officially scheduled exam time must be approved by the scheduling office • Absences from final exams need not be excused when caused by a student scheduling courses with conflicting final exam times

		<ul style="list-style-type: none"> No student shall be required to take more than three exams per calendar day. For students with an accommodation for extended time on exams see policy 605.1 Conflicts will be resolved by the Dean of Student Affairs
Thursday, February 14, 2019	Retention of Student Work	A student having an error in a final course grade received should contact the instructor and the registrar as soon as possible but no later than one month after the beginning of the next semester. Graded student work (exams, papers, homework, etc.) which has not been returned to the student should be retained by the instructor of record for at least one month after the beginning of the next semester or until existing disputes have been resolved. (Proposal 14-97, 11-07, 13-08)

Spring 2019 Term

Dates	Event	Relevant Policy Notes
Monday January 14	Instruction begins	
Monday, January 21	Martin Luther King Day Recess	Martin Luther King Day will be a full day recess (Proposal 24-06)
Tuesday, January 22	Classes resume	
Wednesday, February 6, 10p.m.	Winter Carnival Recess begins	
Monday, February 11	Classes Resume	
Wednesday, February 27, noon - 6:00pm	Career Fair	Regular exams, major projects and papers, and presentations shall not be given or be due on the day of Career Fair. (Senate Policy 606.1)
Friday, March 1	End of Term A Mid-Term Grade Roster due in OSRR (for 1st Year Students Only)	Mid-semester grades will be given to first-year students enrolled in a course offered for credit (Senate Policy 309.1)
Monday, March 4	Term B Begins	
Friday, March 8, 10p.m.	Spring Recess begins	
Monday, March 18	Classes Resume	
Monday, April 22-Friday, April 26	Last Week of Classes	No Final Exams are allowed during this week (Final Exam Policy 602.1)
Monday April 29-Friday, May 3	Final Exam Period	<ul style="list-style-type: none"> No final exams will be given earlier than the final exam week. No instruction is to be continued during the final exam week, except that the final exam time assigned to a

		<p>course can be used for instruction if an instructor so desires.</p> <ul style="list-style-type: none"> • Any departure from an officially scheduled exam time must be approved by the scheduling office • Absences from final exams need not be excused when caused by a student scheduling courses with conflicting final exam times • No student shall be required to take more than three exams per calendar day. For students with an accommodation for extended time on exams see policy 605.1 • Conflicts will be resolved by the Dean of Student Affairs
Saturday, May 4	Commencement	
Thursday, September 27, 2019	Retention of Student Work	<p>A student having an error in a final course grade received should contact the instructor and the registrar as soon as possible but no later than one month after the beginning of the next semester. Graded student work (exams, papers, homework, etc.) which has not been returned to the student should be retained by the instructor of record for at least one month after the beginning of the next semester or until existing disputes have been resolved. (Proposal 14-97, 11-07, 13-08)</p>