

2018-2019 Academic Year Key Dates Listing
(Items in Bold are taken from the Academic Calendar)

FALL TERM 2018

August

- Mon, Aug 13-Fri, Aug 17: Orientation for international students**
- Wed, Aug 15: Call for NEH Summer Applications from AVP Office
- Sat, Aug 18-Tue, Aug 21: Orientation for all new students**
- Sun, Aug 19: Academic year opening program and reception**
- Mon, Aug 20: URCPP summer 2018 report and abstract due (send to Sarah Broomfield)
- Tue, Aug 21: Continuing students arrive**
- Tue, Aug 21: Labor assignment orientation and training (new and continuing students must attend)**
- Wed, Aug 22: Classes begin**
- Fri, Aug 24: AVP Office tenure review file assembly deadline (send to Sarah Broomfield)
- Tue, Aug 28: Last day to add a course; registration procedures for Fall 2018 must be completed by 5:00 p.m.****
- Tue, Aug 28: Last day to drop a course without W on record**
- Tue, Aug 28: Last day to change a labor position (non-first-year students)**
- Wed, Aug 29: Course syllabi due electronically

September

- Tue, Sept 4: Independent major mandatory meeting (6:00-7:00 p.m. in Emery, 101)
- Tue, Sept 4: Deadline for tenure candidate's submission of materials to the AVP Office by 5:00 p.m.
- Fri, Sept 7: Sabbatical and study leave application materials sent to those eligible to apply for 2019-20
- Fri, Sept 7: Faculty expected to complete their professional development plan during 2018-19 are notified
- Fri, Sept 7: Deadline for tenure review evaluative letter from Div. Chair (copied to Dept. Chair [where applicable] and members of the candidate's Tenure Team; *completed by 5:00 p.m.*)
- Thr, Sept 13: Final revisions to spring schedule needed
- Thr, Sept. 13: Academic success mini-conference
- Fri, Sept 14: Electronic early feedback completed
- Fri, Sept 14: Advisors review early feedback with first-term freshman and probationary students
- Fri, Sept 14: Deadline for tenure review letter from Dept. Chair or Tenure Team member who disagrees with Chair's letter (completed by 5:00 p.m.)
- Tue, Sept 18: Last day to withdraw from a course without WP/WF grade being recorded**
- Fri, Sept 21: Deadline for tenure review letter from Dept. Chair or Tenure Team member who wishes to submit an additional letter (completed by 5:00 p.m.)
- Sat, Sept 22: Fall open house & scholarship day
- Mon, Sept 24: Request for proposals for six-week summer 2019 teaching

October

- Mon, Oct 1: Sabbatical and study leave reports due to the Academic Vice President and Dean of the Faculty, President, Div. Chair, and Dept. Chair from faculty on leave during 2017-18
- Mon, Oct 1: Request for Scholarship & Creative Work sent from AVP Office
- Mon, Oct 1: Academic Vice President's Office sends email to faculty regarding 2020 BIST proposals
- Fri, Oct 5: Deadline for tenure candidate's letter of reply to Div. Chair's letter and/or to letters from Dept. Chair and Tenure Team members, if there are any, is due
- Mon, Oct 8: Spring textbooks adoptions due
- Mon, Oct 8-Tue, Oct 9: Reading Period (classes cancelled)**
- Mon, Oct 8: Spring 2019 general education perspective proposals due to Sam Cole

October

- Mon, Oct 8: Spring 2019 Course Fees Due
- Fri, Oct 12: Independent major proposals due to AVP Office by 5:00 p.m.
- Fri, Oct 19: Faculty activity report (FAR) submitted electronically
- Mon, Oct 15: Special topics course forms due to Jolena Ramey for spring 2019
- Mon, Oct 15: Faculty member participating in professional development planning sends list of colleagues assisting with process to Associate Vice President for Academic Affairs
- Tue, Oct 16: Midterm grades due**
- Wed, Oct 17: Mountain Day (classes cancelled)**
- Fri, Oct 19: Student applications for BIST due**
- Mon, Oct 22-Sun, Nov 2: Advisors review midterm grades and meet with advisees to prepare for registration
- Wed, Oct 24: Last day to withdraw from a course**

November

- Mon, Nov 5-Wed, Nov 14: Registration for spring 2019 & six-week summer 2019 classes**
- Fri, Nov 9: 2019-20 proposed course offerings & teaching assignments from Dept. Chairs to Div. Chairs.
- Fri, Nov 9: Rental regalia orders for Mid-year Recognition Service due to Berea College Visitors Center and Shoppe
- Sat, Nov 10: STEM+N preview day
- Thr, Nov 15: Last day for submitting proposals for consideration by APC to ensure 2019-20 implementation of departmental and course changes
- Fri, Nov 16-Sun, Nov 18: Homecoming**
- Fri, Nov 16: Labor status forms for Thanksgiving break due**
- Fri, Nov 16: May term 2019 course proposals due
- Wed, Nov 21-Sun, Nov 25: Thanksgiving vacation**
- Mon, Nov 26: "Assessment Plan" section of 2018-2019 Annual Assessment Summary Report due

December

- Fri, Dec 7: Labor status forms for Christmas break due**
- Fri, Dec 7: Classes end; last day to withdraw from the College without final grades being recorded**
- Sun, Dec 9: Recognition service for mid-year graduates
- Mon, Dec 10: Reading Day (classes cancelled)**
- Tue, Dec 11-Fri, Dec 14: Final exams**
- Fri, Dec 14: Fall term ends**
- Fri, Dec 14: URCPP proposals due for summer 2019
- Fri, Dec 14: 2019-20 finalized academic year schedule materials (date, time, capacity) from Dept. Chairs due to Div. Chairs
- Fri, Dec 14: Faculty interested in proposing an international summer course should discuss the possibility with their Dept. Chair and Div. Chair and submit the "Intent to propose a BIST course form" to the Dean's Office
- Sat, Dec 15: Last day of fall labor**
- Tue, Dec 18: Final grades due at 12:00 p.m.**

SPRING TERM 2019

January

Tue, Jan 8: Classes begin

Tue, Jan 8: Applications for sabbatical and study leaves for 2019-2020 are due to Academic Vice President's Office and copied upon submission to Div. Chair and Dept. Chair (if applicable)

Fri, Jan 11: Mid-point or final student labor evaluations due

Mon, Jan 14: Last day to add a course; all registration procedures for spring term 2019 must be completed by 5:00 p.m. **

Mon, Jan 14: Last day to change a labor position (non-first-year students)

Mon, Jan 14: Last day to drop a course without W on record

Tue, Jan 15: Course syllabi due electronically

Wed, Jan 16: Departmental budget forms due to AVP/Dean's Office

Wed, Jan 16: Independent major mandatory meeting (6:00-7:00 p.m. in Emery, 101)

Mon, Jan 21: Observance of Martin Luther King Day (classes cancelled)

Mon, Jan 21-Feb 4: Departmental review of declaration of major students

Fri, Jan 25: 2019-20 course schedule materials (date, time, capacity, reserved seating) from Div. Chairs due to Dean of Curriculum and Student Learning

Thr, Jan 31: Faculty who want to propose an international summer course for Summer 2020 submits to the Dean's Office a completed summer international course proposal form, a tentative budget (airfare, food, lodging, fees, books, other), and a draft itinerary

February

Fri, Feb 1: Target date to notify sabbatical and study leave applicants for 2019-20 of decision on application

Fri, Feb 1: (for 4-year reviews) Deadline for submission of the Div. Chair's evaluative letter to the AVP Office (copied to the candidate, Dept. Chair, where applicable, and members of the candidate's Mentoring Team; to be completed by 5:00 p.m.)

Mon, Feb 4: Search for summer and spring break labor positions begins (labor required for summer registration)

Mon, Feb 4-Fri, Feb 8: Registration for May term 2019

Mon, Feb 11: Last day to withdraw from a course without WP/WF grade being recorded

Fri, Feb 15: Independent major proposals due to AVP Office by 5:00 p.m.

Fri, Feb 15-Sun, Feb 17: Carter G. Woodson weekend

Mon, Feb 18: General education perspective requests for summer 2019 courses due to Sam Cole

Mon, Feb 18: Course fees for summer 2019 courses due

Tue, Feb 19: Final revisions to the fall 2019 schedule needed

Fri, Feb 22: (for 2nd Year Reviews) Deadline for submission of the Div. Chair's evaluative letter to the AVP Office (copied to the candidate, Dept. Chair, and Members of the candidate's Mentoring Team; completed by 5:00 p.m.)

Tue, Feb 26: Midterm grades due

Tue, Feb 26: Labor Day: Exploring Learning, Labor, Service (classes cancelled)

Wed, Feb 27: Finalize summer registration for Financial Aid

Wed, Feb 27: Summer textbook adoptions due

Thr, Feb 28: Estimated summer Financial Aid package

March

Fri, Mar 1: Target date for faculty to be notified of decision on BIST 2020 proposals

Fri, Mar 1: Promotion letters due from Div. Chair to Chad Berry

Fri, Mar 1: Deadline for Div. Chairs to submit to AVP Office and Dean of the Faculty new position proposals and returning/replacement positions for 2020-21 searches to be conducted during the 2019-20 academic year

Fri, Mar 1: Curriculum plans from declaration of major students due

March

Fri, Mar 1-Tue, Mar 5: Summer 2019 registration (summer labor status form required)

Mon, Mar 4-Sun, Mar 10: Spring vacation (classes cancelled)

Mon, Mar 6: General education perspective requests for fall 2019 courses due to Sam Cole

Mon, Mar 6: Course fees for fall 2019 due

Mon, Mar 11: Fall 2019 textbook adoptions due

Thr, Mar 14: Academic program meeting with exploratory students

Fri, Mar 15: Last day to withdraw from a spring 2019 course

Fri, Mar 15: Instructors of provisionally approved BIST 2020 courses must submit response to conditions of approval and must submit full budget to the Center for International Education, for review and approval by the AVP

Mon, Mar 18: Special topics course forms due to Jolena Ramey for fall 2019

Fri, Mar 22: Deadline for Catalog course sequencing chart revisions to Sam Cole

Fri, Mar 29: Labor status forms due for summer 2019 and the 2019-20 academic year

Fri, Mar 29: Student labor experience evaluation due

Fri, Mar 29: Rental regalia orders for May graduation due to Berea College Visitors Center and Shoppe

April

Mon, Apr 1: Last day to drop a summer course without a fee

Mon, Apr 1: Students enrolled in summer course without summer labor will be unenrolled

Sat, Apr 6: Legacy scholars awards

Mon, Apr 8-Wed, Apr 17: Registration for fall 2019

Fri, Apr 12: Faculty member participating in professional development planning submits completed plan to the Associate Vice President for Academic Affairs

Fri, Apr 12: Instructors of approved BIST 2020 courses must submit proposals for general education requirements to be approved by COGE

Tue, Apr 16: Deadline for summer 2019 internship proposals

Fri, Apr 19: Good Friday observance (classes cancelled)

Wed, Apr 24: Dept. chairs make advising assignments for exploratory students

Thr, Apr 25: Classes end. Last day to withdraw from the College without final grades being recorded

Fri, Apr 26: Reading Period (classes cancelled)

Mon, Apr 29-Thr, May 2: Final exams

May

Fri, May 3: Final senior grades due at 5:00 p.m.

Sun, May 5: Baccalaureate and commencement services

Sun, May 5: Last day of spring 2019 labor

Mon, May 6: Deadline for review of 2019-20 College Catalog materials

Tue, May 7: Final non-senior grades due

Fri, May 17: Final student labor evaluations due

Fri, May 31: 2018-2019 Annual Assessment Summary Report Due

SUMMER 2019

May

- Mon, May 13: May term 2019 begins**
- Mon, May 13: Last day to add or drop from a May term course without a W on record**
- Fri, May 17: Final spring student labor evaluations due**
- Wed, May 20: Last day to withdraw from a May term course without WP/WF grade being recorded**
- Fri, May 24: Last day to withdraw from a May term course**
- Mon, May 27: Memorial Day (classes cancelled)**

June

- Fri, June 7: May term courses end**
- Mon, June 10: Six-week summer term 2019 courses begin**
- Mon, June 10: Last day to add or drop a six-week summer term course without a W on record**
- Tue, June 11: May term final grades due**
- Thr, June 20: Last day to withdraw from a summer term course without WP/WF grade being recorded**
- Fri, June 28: Last day to withdraw from a summer term course**

July

- Thr, July 4: Fourth of July holiday (classes cancelled)**
- Fri, July 19: Six-week summer term courses end**
- Tue, July 23: Six-week summer term final grades due**

Mon, Aug 12: Final student labor evaluations due

** Students not attending classes or labor on this date may be withdrawn from the College.

Please Note:

- Students who fail to enroll by the end of a term for a coming term must submit a request for delayed registration or be withdrawn from the College.
- For IRB research involving human subjects: Submit IRB proposal 2 weeks prior to the monthly meeting date in which you wish to have the proposal considered. The IRB's monthly meeting dates will be announced at the beginning of each term via an email from the IRB Chair