### Academic Department Calendar

**December 31 - January 6, 2018**

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- **Monday, January 1**: Build Summer Schedule of Classes - Due Jan 25
- **Tuesday, January 2**: Review Spring Verification Report v.2 - Due Jan 10
- **Wednesday, January 3**: Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required) - Due Jan 12
- **Thursday, January 4**: Certify Diplomas for December - Due Jan 12 - Register students if continuing in Spring!
- **Friday, January 5**: Review & Flag Spring Final Exams - Due Jan 22
- **Saturday, January 6**: Departments Clear Waitlists by Add Deadline - Due Jan 29

#### Finalize Student Registration by Add Deadline - Due Jan 29

- **Monday, January 1**: New Year's Holiday; Offices closed
- **Tuesday, January 2**: Waitlist Tag-up Notification to Students
- **Wednesday, January 3**: Dean's List Report Available to Associate Deans
- **Thursday, January 4**: QPA Rank Reports Available
- **Friday, January 5**: Associate Deans to Review AP/IB Credit - Due Jan 31

### Fall Academic Actions Posted

- **Monday, January 1**: Build Summer Schedule of Classes - Due Jan 25
- **Tuesday, January 2**: Review Spring Verification Report v.2 - Due Jan 10
- **Wednesday, January 3**: Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required) - Due Jan 12
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#### Finalize Student Registration by Add Deadline - Due Jan 29

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### Legend:

- **Gray/Purple**: Official Calendar Dates
- **Red**: Deadlines
- **Blue**: URO Action
- **Yellow**: Action Items
- **Green**: Tuition/Billing
- **Pink**: Report Distribution
### Academic Department Calendar

#### January 7 - January 13, 2018

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- **7 January**: Review Spring Verification Report v.2 - Due Jan 10
- **8 January**: Spring SACC Forms Deadline
- **9 January**: Update Spring Schedule of Classes for Does Not Meet (DNM) Rooms & Finalize Instructors (Required) - Due Jan 12
- **9 January**: Certify Diplomas for December - Due Jan 12 - Register students if continuing in Spring!
- **9 January**: Campuses/Locations Submit 2018-19 Official Academic Calendars
- **11 January**: Spring Schedule of Classes -- DNM & Instructors Update Deadline
- **11 January**: December Diploma Certification Deadline (including PhD students)
- **13 January**: Fall Academic Actions Posted

- **13 January**: DARN Meeting 10 a.m. CUC Connan
- **13 January**: Set Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on spring registration

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
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- Pink = Report Distribution

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**Follows Official Academic Calendar**

**Revision Date: 01/11/18**
## January 14 - January 20, 2018

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- **Monday, January 15**
  - Review & Flag Spring Final Exams - Due Jan 22

- **Tuesday, January 16**
  - Build Summer Schedule of Classes - Due Jan 25

- **Wednesday, January 17**
  - Finalize Student Registration by Add Deadline - Due Jan 29
  - Departments Clear Waitlists by Add Deadline - Due Jan 29

- **Thursday, January 18**
  - Associate Deans to Review AP/IB Credit - Due Jan 31

### Special Days

- **Martin Luther King Day; No Classes; Offices closed**

- **Semester & Mini-3 Classes Begin**

- **December diplomas ordered (estimate)**

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<td>Review &amp; Flag Spring Final Exams - Due Jan 22</td>
<td>Spring Final Exam Report Deadline</td>
<td>Build Summer Schedule of Classes - Due Jan 25</td>
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<td>Summer Schedule of Classes Deadline</td>
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**January 21 - January 27, 2018**

- **Monday, January 22:**
  - Spring Final Exam Report Deadline

- **Tuesday, January 23:**
  - Build Summer Schedule of Classes - Due Jan 25

- **Wednesday, January 24:**
  - Departments Clear Waitlists by Add Deadline - Due Jan 29
  - Finalize Student Registration by Add Deadline - Due Jan 29

- **Thursday, January 25:**
  - Associate Deans to Review AP/IB Credit - Due Jan 31

- **Friday, January 26**

- **Saturday, January 27**

**Legend:**
- Grey/Purple: Official Calendar Dates
- Red: Deadlines
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- Pink: Report Distribution

**Mini-3 Course Add Deadline with Dean Permission (except TSB-HC):**
- Mini-3 Course Drop Deadline to Adjust Tuition (except TSB-HC)
- Mini-3 Course Audit Option Deadline (except TSB-HC)

- **Saturday, January 27:**
  - Review/Flag May & August Diploma Candidates for SEVIS Reporting - Due Feb 2
  - Summer Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 9
  - Graduation Management Available for May 2018
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<td>SEVIS S18 Graduation Management: Update Expected Graduation Deadline</td>
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- **February 4 - February 10, 2018**

- **Yellow = Action Items**
- **Grey/Purple = Official Calendar Dates**
- **Red = Deadlines**
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**Legend:**
- Grey/Purple = Official Calendar Dates
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**Actions:**
- **Summer Course Pre-req/Co-Reqs, Reservation, Descriptions & Instructors Deadline - Due Feb 9**
- **Build Fall Schedule of Classes - Due Feb 26**
- **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23**
- **Review of Academic Audit Files**
- **Summer Records are Created**
## Academic Department Calendar

**February 11 - February 17, 2018**

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**Legend:**
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| **Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 22**
| Build Fall Schedule of Classes - Due Feb 26 |
| Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23 |

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<td><strong>DARN Meeting 10 a.m. CUC Conna</strong></td>
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<td><strong>Publish Spring Semester &amp; Mini-4 Final Exam Schedule</strong></td>
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- Mini-3 Course Drop & Pass/Fail Grade Option
- Deadlines: Assign W grades after this date (except TSEB)
### February 18 - February 24, 2018

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<td>Flag FCE Mini-3 Faculty Course Evaluations - Due Feb 22</td>
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<td>Build Fall Schedule of Classes - Due Feb 26</td>
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<td>Review Summer Verification Report (including GRR &amp; INT) - Due Mar 14</td>
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<td>FCE Spring Mini-3 Flag Deadline</td>
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**February 25 - March 3, 2018**

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- **Build Fall Schedule of Classes - Due Feb 26**
- **Fall Schedule of Classes Deadline**
- **Spring Ph.D. Certification & 100% Tuition Adjustment**
- **Review Summer Verification Report (including GRR & INT) - Due Mar 14**
- **Summer Schedule of Classes Published**
- **Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23**
- **Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due March 23**

**Legend:**
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- **4**
  - Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23

- **5**
  - Review College & University Honors on Graduation Management (Assoc Deans Office/CFA) - Due Mar 12
  - Review Summer Verification Report (including GRR & INT) - Due Mar 14
  - Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC- Due March 23

- **6**
  - Mid-Semester / Mini-3 Grade Submission Available

- **7**
  - Mini-3 Faculty Course Evaluations

- **8**
  - Graduate Mini-3 Exam Days

- **9**
  - Mid-Semester Break: No Classes (Mini-3 UG exams take place)

- **10**
  - Undergraduate Mini-3 Exam Day

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<td>Graduation Management Deadline for College - University Honors</td>
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<td>Set Fall Course Pre-reqs, Co-Reqs, Reservations, Description &amp; Instructors for SOC- Due March 23</td>
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Follows Official Academic Calendar
Revision Date: 01/11/18
March 18 - March 24, 2018

**Sunday**
- Review/Flag May Diploma Candidates on Graduation Mgmt as In Progress for Diploma Order AND Cap/Gown - Due Mar 23

**Monday**
- Mini-4 Classes Begin
- Fall Schedule of Classes - Non Pittsburgh Location Deadline
- Summer Registration Opens
- Graduation Fair (tentative)

**Tuesday**
- Set Fall Course Pre-reqs, Co-reqs, Reservations, Description & Instructors for SOC - Due March 23

**Wednesday**

**Thursday**
- Fall Course Pre-req/Co-reqs, Reservation, Descriptions & Instructors Deadline
- May Diploma Order Deadline
- Mini-4 Course Add Deadline w/o Dean Permission (except TSB-HC)
- Mini-4 Course Audit Grade Option Deadline (except TSB-HC)
- Mini-4 Course Drop Deadline for Tuition Adjustment (except TSB-HC)

**Friday**
- Graduation Mgmt Turned Off for Diploma Order

**Saturday**

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- **March 25 - March 31, 2018**
- **Review Fall Verification Report v.1 - Due Apr 18**
- **Review/Update Fall Course Pre-reqs, Co-reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20**
- **Spring Ph.D. Certification & 50% Tuition Adjustment**
### April 1 - April 7, 2018

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**1**
- Add/Update Degrees for Continuing Students
- Review/Flag Semester & Mini-4 FCE Flags - Due Apr 18
- Review Fall Verification Report v.1 - Due Apr 18

**2**
- Review/Update Fall Course Pre-reqs, Co-Reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20

**3**
- Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27

**4**
- Graduation Management Turns On for Commencement Program
- Summer Tuition Assessed

**5**
- Stellic Degree Audit Rollout (tentative)

**6**
- Semester Course Drop & Pass-Fail Grade Option
  Deadline: Assign W Grade after this date

**7**
- Summer Tuition Assessed

---

**Legend:**
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
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</table>

**April 8 - April 14, 2018**

- **8 April**: Add/Update Degrees for Continuing Students
- **8 April**: Review/Flag Semester & Mini-4 FCE Flags - Due Apr 18
- **8 April**: Review Fall Verification Report v.1 - Due Apr 18
- **8 April**: Review/Update Fall Course Pre-reqs, Co-reqs, Reservations, Max Sizes for Cross-Listed Courses for Registration Week - Due Apr 20
- **8 April**: Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27
- **10 April**: DARN Meeting 10 a.m. CUC Rangos 2
- **11 April**: Stellic Degree Audit Rollout (tentative)
- **12 April**: Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31

**Legend:**
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# Academic Department Calendar

**April 15 - April 21, 2018**

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<td>Review/Flag Semester &amp; Mini-4 FCE Flags - Due Apr 18</td>
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<td>FCE Semester &amp; Mini-4 Flag Deadline</td>
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<td>Review Fall Verification Report v.1 - Due Apr 18</td>
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<td>Fall SACC Forms Deadline</td>
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<td>Add/Update Degrees for Continuing Students</td>
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<td>Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27</td>
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<td>Review &amp; Modify Course Catalog Descriptions &amp; Flags, Audit Files - Due Jul 31</td>
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<td>Stellic Degree Audit Rollout (tentative)</td>
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<td>Mini-4 Course Drop &amp; Pass-Fail Grade Option Deadline; Assign W/Grade After This Date</td>
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<td>Carnival, No Classes (except TSB-NC)</td>
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</table>

**Legend:**
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</table>

- **Carnival: No Classes (except TSB-HC)**
- **Commencement Blank Cases Request**
- **Add/Update Degrees for Continuing Students**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Stellic Degree Audit Rollout (tentative)**
- **Semester & Mini-4 Faculty Course Evaluations**

**Legend:**
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**April 22 - April 28, 2018**

- **Sunday, April 22**
  - Carnival: No Classes (except TSB-HC)

- **Monday, April 23**
  - Commencement Blank Cases Request

- **Tuesday, April 24**
  - Add/Update Degrees for Continuing Students

- **Wednesday, April 25**
  - Review Graduating Students for Diploma Re-order/Commencement Program - Due Apr 27

- **Thursday, April 26**
  - Commencement Online Program Proof Deadline - update Graduation Management as best as possible
  - Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)

- **Friday, April 27**
  - Set Summer Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester

- **Saturday, April 28**
<table>
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</table>

- **April 29 - May 5, 2018**

  - **Graduation Mgmt remains off thru May 9** (manually track graduation changes for commencement program)
  - **Update Summer DNM Room & Instructors - Due May 11**
  - **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
  - **Stellic Degree Audit Rollout (tentative)**

- **Semester & Mini-4 Faculty Course Evaluations**

- **Semester & Mini-4 Last Day of Classes**

- **Final Semester Grade Submission Available**

- **Semester and Mini-4 Course Drop Deadline to Receive W Grade**

---

**Legend:**
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## May 6 - May 12, 2018

**Sunday**  
6  | Review Commencement Program Proof at Alumni House  
**Monday**  
7  | Graduation Mgmt remains off thru May 9 (manually track graduation changes for commencement program)  
**Tuesday**  
8  | Update Summer DNM Room & Instructors - Due May 11  
**Wednesday**  
9  | Final Summer Verification Report - Due May 16  
**Thursday**  
10  | Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31  
**Friday**  
11  | Fall UG Admissions Interface Begins  
12  | Graduation Management turned back ON to enter manual proof changes on S3  

---

### Legend:
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## Academic Department Calendar

### May 13 - May 19, 2018

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</tbody>
</table>

- **May 13 - May 19, 2018**
  - **Sunday**
  - **Monday**
  - **Tuesday**
    - Commencement Diploma Tracking DT (Diploma in Dept) Deadline
    - Summer SACC Forms Deadline
    - Final Grade Deadline by 4 pm for Graduating students
  - **Wednesday**
  - **Thursday**
    - Final Summer Verification Report - Due May 16
    - Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
  - **Friday**
    - Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1
  - **Saturday**

### General Notes

- Semester & Mini-4 Faculty Course Evaluations
- Final Make-Up Examinations
- PCHE Grades Expected to be Received from Host Institutions (tentative)
- Change Fall I to Default Grade
- Missing Grade Report for May Graduates Distributed
- College Honors and Doctor’s Hooding ceremonies

### Legend:

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---

Follows Official Academic Calendar

Revision Date: 01/11/18
May 20 - May 26, 2018

- **Final Grade Deadline by 4 pm for Non-Graduating students**
- **Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Post Spring Academic Actions - Due Jun 1**

**Commencement**
- Begin Processing Fall PCHE Cross-Registration Requests
- Session All, One & Mini-5 Classes Begin

**Action Items**
- Missing Grade Report for Spring Distributed
- Spring 2018 FCE Results Available
- QPA Class Rank Reports Available
- Dean's List Available
- Summer-1/Mini-5 Administrative Withdrawal (W1) for Not Registered Students
- Session One & Mini-5 Course Drop Deadline for Tuition Adjustment
- Session One & Mini-5 Add Deadline w/o Dean Permission & Audit Grade Deadline

**Legend:**
- Grey/Purple = Official Calendar Dates
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<td>Spring Academic Actions Deadline</td>
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<td>May Diploma Certification Deadline</td>
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<tr>
<td>Memorial Day; No Classes</td>
<td>Post Spring Academic Actions - Due Jun 1</td>
<td>Certify May Graduates, Update Diploma Tracking, Return All Diplomas Not Given @ Ceremony - Due June 1</td>
<td>Review &amp; Modify Course Catalog Descriptions &amp; Flags, Audit Files - Due Jul 31</td>
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## June 3 - June 9, 2018

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### Action Items

- **Yellow** = Action Items
- **Grey/Purple** = Official Calendar Dates
- **Red** = Deadlines
- **Pink** = Report Distribution
- **Blue** = URO Action
- **Green** = Tuition/Billing

### Activity Details

- **Set Summer/Fall Enrollment Status to Pending Graduation (G2) if not continuing studies for future semester based on fall registration**
- **Summer-All Administrative Withdrawal (W1) for Not Registered Students**
- **Session All Course Add Deadline w/o Dean's Permission & Audit Grade Deadline**
- **Session All Course Drop Deadline to Receive Tuition Adjustment**
- **Session All Audit Grade Option Deadline**
- **Move Forward Expected May grads who did not graduate**
- **Fall Tuition Assessed**
- **Graduation Management turns ON for August Expected Graduates**

### Legend:

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### June 10 - June 16, 2018

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**Legend:**
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- **June 10:**
  - DARN Meeting 10 a.m. CUC Rangos 3
- **June 11:**
  - Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- **June 12:**
  - Flag FCE Summer One Faculty Course Evaluations - Due Jun 21
- **June 13:**
- **June 14:**
- **June 15:**
- **June 16:**

**Note:**
- Action Items
- Official Calendar Dates
- Deadlines
- URO Action
- Tuition/Billing
- Report Distribution
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**June 17 - June 23, 2018**

- **18**: DARN Meeting
- **19**: Session One & Mini-5 Course Drop or Pass/Fail Grade Deadline; Assign W grade after this date
- **20**: FCE Summer One Flag Deadline

**Below the chart:**
- **Flag FCE Summer One Faculty Course Evaluations - Due Jun 21**
- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
### Academic Department Calendar

**June 24 - June 30, 2018**

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**Legend:**
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- **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **Session One & Mini-5 Faculty Course Evaluations**
- **Session One & Mini-5 Last Day of Classes**
- **Session One & Mini-5 Final Exams**
- **Session One & Mini-5 Course Withdrawal Grade Deadline**
- **Summer One/Mini-5 Grade Submission Available**
<table>
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<th>Sunday</th>
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<td>Session Two &amp; Mini-6 Classes Begin</td>
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<td>Session One &amp; Mini-5 Final Grades Due by 4 pm</td>
<td>Independence Day; No Classes</td>
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## Academic Department Calendar

**July 8 - July 14, 2018**

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### Action Items
- Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31

### Official Calendar Dates
- Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1

### Deadlines
- Session Two & Mini-6 Course Add Deadline w/o Dean Permission & Audit Grade Option Deadline
- Session Two & Mini-6 Course Drop Deadline for Tuition Adjustment
- Session All Course Drop or Pass/Fail Grade Deadline; Assign W Grade after this date
- Session Two & Mini-6 Course Audit or Pass/Fail Grade Deadline; Assign W Grade after this date
## Carnegie Mellon University

### University Registrar's Office

#### Academic Department Calendar

**Follows Official Academic Calendar**

Revision Date: 01/11/18

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### July 15 - July 21, 2018

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- **Review & Modify Course Catalog Descriptions & Flags, Audit Files** - Due Jul 31
- **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations** - Due Aug 1

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### Legend:

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## Academic Department Calendar

### July 22 - July 28, 2018

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- **22**
  - **Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31**
- **24**
  - **Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1**

### Legend:
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Follows Official Academic Calendar

Legend:
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July 29 - August 4, 2018

- **September 29, 2017**: Review & Modify Course Catalog Descriptions & Flags, Audit Files - Due Jul 31
- **September 30, 2017**: Flag Session All, Session Two & Mini-6 Faculty Course Evaluations - Due Aug 1
- **October 1, 2017**: UG Catalog Edit Deadline
- **October 2, 2017**: Session All & Two FCE Flag Deadline
- **October 3, 2017**: Fall ID Cards Available

**Legend:**
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- **August 5 - August 11, 2018**
- **Session All, Session Two & Mini-6 Faculty Course Evaluations**
- **Mini-6 Course Drop, Pass/Fail Grade Deadline; Assign W Grade Dropping After This Date**
- **Session All, Session Two & Mini-6 Last Day of Classes (except MBA, Heinz)**
- **Session All, Session Two & Mini-6 Final Exams**
- **Summer All, Two & Mini-6 Grade Submission Available**

**Legend:**
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## Academic Department Calendar

### August 12 - August 18, 2018

<table>
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- **14 August:**
  - **Session All, Session Two & Mini-6 Final Grades Due by 4 p.m.**
  - **Missing Grade Report for Summer**
  - **Summer 2018 FCE Results Available**

- **15 August:**
  - **Summer 2018 FCE Results Available**

- **16 August:**
  - **Summer 2018 FCE Results Available**

Legend:
- Grey/Purple = Official Calendar Dates
- Red = Deadlines
- Blue = URO Action
- Yellow = Action Items
- Green = Tuition/Billing
- Pink = Report Distribution

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**Classroom Furniture Count/Sweep**

- **13 August:**
  - **Waitlist Tagup Notification to Students**
  - **DARN Meeting**
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
</tbody>
</table>

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