

ARKANSAS TECH UNIVERSITY  
FACULTY AND STAFF CALENDAR 2019-20

**\* NOTE: The fall and spring dates below pertain to full-term courses. The calendar for condensed courses may differ from what is printed below. Please reference the Registrar’s Office website for course and term definitions and pertinent Academic Calendar dates for courses not conforming to the beginning and ending dates outlined below.**

**Curriculum/program proposals were due in the Registrar’s Office by July 1, 2019. For inclusion in the 2020-21 catalog, curricula and course description additions/ deletions/changes must be approved through the committee structure no later than the December committee meetings. If considered a “cosmetic curriculum change,” then the change must be approved by Academic Affairs and the pertinent reviewers during fall, 2019.**

**Fall Term Opens - August 12, 2019**

**Fall Term - August 21, 2019 to December 10, 2019**

|   |  |
|---|--|
| Banner schedule training (training available as needed) .....   | September 1 – September 23   |
| Department may enter spring 2020<br>schedule in Banner .....  | September 1 – September 23   |
| Department review of spring 2020 schedule through ARGOS .....   | September 1 – September 23   |
| Selected fall activities .....  | August 12 - 20   |
| Registration .....  | August 12 – 20   |
| Last day for departments to make changes to schedule in Banner .....  | August 15<br>(subsequent changes must be approved by Academic Affairs) |
| Classes begin.....  | August 21  |
| Deadline for Undergraduate Research Fund applications .....   | August 24  |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees.....   | August 27  |
| Last day to register and add courses/change sections .....  | August 27  |
| Labor Day holiday .....   | September 2  |
| Eleventh day of classes .....   | September 5  |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....  | September 5  |
| Condensed courses request forms due in Registrar’s Offices.....   | September 17   |
| AAS Spring course recommendations for Ozark Campus due to Department Heads.....   | September 17   |
| Deadline for Sabbatical applications for 2020 calendar year .....   | September 15   |
| Dean of College review spring 2020 course offerings through ARGOS.....  | September 24 – 30  |
| Departments make changes to spring 2020 course offerings with Dean’s approval .....   | September 24 – 30  |
| Promotion and/or tenure portfolios available to the Departmental Promotion and Tenure Committee<br>(DPTC) (assumes applicant is following the 2018 Faculty Handbook update..... | September 27   |
| Promotion and/or tenure portfolios available to the Department Heads<br>(assumes applicant is following the 2017 Faculty Handbook update.....                                   | September 27   |
| Official spring schedule available on web .....   | October 1  |
| Deadline for Faculty Research Fund applications .....   | October 1  |
| Deadline for Professional Development Grant applications.....   | October 1  |
| Deadline for Student Interdisciplinary Research Grant applications.....   | October 1  |
| Deadline for textbook selections for spring 2020 .....  | October 1  |
| Deadline for degree audit (transcript evaluation), December 2020 graduates.....   | October 4  |
| Mid-term .....  | October 9  |

|   |  |
|---|--|
| Faculty report freshman and sophomore mid-term grades .....   | October 9                                      |
| <i>(Mid-term grades must be posted by 11:59 p.m. on October 9)</i>  |  |
| Fall Break.....   | October 10-11                                  |
| DPTC forwards recommendations for promotion and/or tenure to Department Heads .....                                     | October 11                                     |
| Recommendations for Faculty Emeritus status due to Academic Affairs .....   | October 15                                     |
| Academic Affairs forwards catalog copy ( <b>excluding curricula</b> ) to<br>Vice Presidents and Deans for editing ..... | October 15                                     |
| <i>Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog</i>            |  |
| Early registration for spring semester .....  | October 21 – December 3                        |
| Department Heads forward promotion and/or tenure recommendations to Deans.....  | October 25                                     |
| Deans forward recommendations for promotion and/or tenure to University Promotion<br>and Tenure Committee (UPTC).....   | November 8                                     |
| Edited catalog copy to Academic Affairs for compilation .....   | November 12                                    |
| Last day to drop courses with a "W" or change from credit to audit.....   | November 20                                    |
| Thanksgiving holidays .....   | 7:00 a.m., November 27 - 7:00 a.m., December 2 |
| Students Follow Regular Monday Class Schedule .....   | Monday, December 2                             |
| Students Follow Regular Wednesday Class Schedule.....   | Tuesday, December 3                            |
| Reading Day.....  | 8:00 a.m. – 5:00 p.m., Wednesday, December 4   |
| UPTC forwards recommendations for promotion and/or tenure to VP Academic Affairs .....                                  | December 6                                     |
| End of course examinations .....  | 7:00 p.m., December 4 – 5:30 p.m., December 10 |
| Faculty report final grades for all students .....  | December 4 – 11                                |
| <i>(Final grades must be posted by noon on December 11)</i>   |  |
| Graduation.....   | December 13 – 14                               |

**Fall Term - First Eight-Week Session**

|   |               |
|---|---------------|
| Late registration for first eight-week session.....                                       | August 14     |
| Classes begin.....  | August 14     |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees..... | August 16     |
| Last day to register and add courses/change sections .....                                | August 16     |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....    | August 21     |
| Labor Day holiday* .....  | September 2   |
| Last day to drop courses with a "W" or change from credit to audit.....                   | September 30  |
| First eight-week session ends.....  | October 8     |
| Faculty report final grades for all students .....  | October 8 – 9 |
| <i>(Final grades must be posted by noon on October 9)</i>                                 |               |

**Fall Term - Second Eight-Week Session**

|   |  |
|---|--|
| Late registration for second eight-week session .....                                     | October 16                                     |
| Classes begin.....  | October 16                                     |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees..... | October 18                                     |
| Last day to register and add courses/change sections .....                                | October 18                                     |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....    | October 23                                     |
| Thanksgiving holidays* .....  | 7:00 a.m., November 27 - 7:00 a.m., December 2 |
| Last day to drop courses with a "W" or change from credit to audit.....                   | December 2                                     |
| Second eight-week session ends .....  | December 10                                    |
| Faculty report final grades for all students .....  | December 10 – 11                               |
| <i>(Final grades must be posted by noon on December 11)</i>                               |  |

## Winter Intersession – December 16, 2019 to January 3, 2020

|   |               |
|---|---------------|
| Last day for departments to make changes to schedule in Banner<br>(subsequent changes must be approved by Academic Affairs) | December 10   |
| Late registration for winter intersession   | December 16   |
| Classes begin   | December 16   |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees  | December 16   |
| Last day to register and add courses/change sections  | December 16   |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition   | December 18   |
| Christmas Day holiday*  | December 25   |
| Last day to drop courses with a "W" or change from credit to audit  | December 30   |
| New Year's Day holiday*   | January 1     |
| Winter intersession ends  | January 3     |
| Faculty report final grades for all students<br>(Final grades must be posted by noon on January 6)                          | January 3 – 6 |

## Spring Term Opens - January 2, 2020

### Spring Term - January 13, 2020 to May 5, 2020

|   |                          |
|---|--------------------------|
| Registration  | January 2 – 10           |
| Professional Development Day  | January 8                |
| Last day for departments to make changes to schedule in Banner<br>(subsequent changes must be approved by Academic Affairs)       | January 7                |
| Classes begin   | January 13               |
| VP Academic Affairs forwards recommendations for promotion and/or tenure to President   | January 17               |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees  | January 17               |
| Last day to register and add courses/change sections  | January 17               |
| Martin Luther King Day holiday  | January 20               |
| Academic Affairs forwards link to online developmental catalog to Deans/Department Heads<br>(college curricula only) for proofing | January 21               |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition   | January 28               |
| Eleventh day of classes   | January 28               |
| Deadline for Faculty Research Fund applications   | February 1               |
| Deadline for Professional Development Grant applications  | February 1               |
| Banner schedule training (training available as needed)   | February 3 – February 21 |
| Department may enter summer, fall and winter intersession 2020<br>schedule in Banner  | February 3 – February 21 |
| Department review of summer, fall, and winter intersession 2020<br>schedule through ARGOS   | February 3 – February 21 |
| Condensed courses request forms due in Registrar's Office   | February 17              |
| AAS summer and fall 2020 course recommendations for<br>Ozark Campus due to Department Heads                                       | February 17              |
| President notifies candidates of recommendations for promotion and/or tenure  | February 21              |
| Final edited catalog copy due in Academic Affairs   | February 1               |
| Dean of College review summer and fall 2020 course offerings through ARGOS  | February 24-28           |
| Departments make changes to summer and fall 2020 course<br>offerings with Dean's approval   | February 24-28           |
| Deadline for degree audit (transcript evaluation), May 2021 graduates   | February 28              |
| Official summer and fall schedule available on web  | March 1                  |

|  |   |
|--|---|
| Deadline for textbook selections for summer 2020 .....                         | March 1                                   |
| Online catalogs posted to website.....   | March 1                                   |
| Mid-term .....   | March 2                                   |
| Faculty report freshman and sophomore mid-term grades .....                    | March 2                                   |
| <i>(Mid-term grades must be posted by 11:59 p.m. on March 2)</i>               |   |
| Early registration for summer and fall semesters and winter intersession.....  | March 2 – April 28                        |
| Board of Trustees' Action on Promotion and Tenure recommendations .....        | March 19                                  |
| Deadline for degree audit (transcript evaluation), summer 2021 graduates ..... | March 20                                  |
| Spring holidays .....  | 7:00 a.m., March 23 - 7:00 a.m., March 30 |
| Deadline for textbook selection for fall, 2020 .....                           | April 1                                   |
| Deadline for Professional Development Grant applications.....                  | April 15                                  |
| Last day to drop courses with a "W" or change from credit to audit.....        | April 17                                  |
| Monday class schedule .....  | Monday, April 27                          |
| Wednesday class schedule .....   | Tuesday, April 28                         |
| Reading Day.....   | 8:00 a.m. – 5:00 p.m., April 29           |
| End of course examinations .....   | 7:00 p.m., April 29 – 5:30 p.m., May 5    |
| Faculty report final grades for all students .....                             | April 29 – May 6                          |
| <i>(Final grades must be posted by noon on May 6)</i>                          |   |
| Professional Development Day.....  | May 7                                     |
| Graduation (all ceremonies in Tucker Coliseum)                                 |   |
| Ozark Campus.....  | May 7                                     |
| Graduate College .....   | May 8                                     |
| Russellville Campus Undergraduate.....   | May 9                                     |

### **Spring Term - First Eight-Week Session**

|   |             |
|---|-------------|
| Late registration for first eight-week session.....                                       | January 8   |
| Classes begin.....  | January 8   |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees..... | January 10  |
| Last day to register and add courses/change sections .....                                | January 10  |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....    | January 15  |
| Martin Luther King Day holiday* .....   | January 20  |
| Last day to drop courses with a "W" or change from credit to audit.....                   | February 24 |
| First eight-week session ends.....  | March 3     |
| Faculty report final grades for all students .....  | March 3 – 4 |
| <i>(Final grades must be posted by noon on March 4)</i>                                   |             |

### **Spring Term - Second Eight-Week Session**

|   |   |
|---|---|
| Late registration for second eight-week session .....                                     | March 11                                  |
| Classes begin.....  | March 11                                  |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees..... | March 13                                  |
| Last day to register and add courses/change sections .....                                | March 13                                  |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....    | March 18                                  |
| Spring holidays* .....  | 7:00 a.m., March 23 - 7:00 a.m., March 30 |
| Last day to drop courses with a "W" or change from credit to audit.....                   | April 27                                  |
| Second eight-week session ends .....  | May 5                                     |
| Faculty report final grades for all students .....  | May 5 – 6                                 |
| <i>(Final grades must be posted by noon on May 6)</i>                                     |   |

## Summer Term - May 11, 2020 to August 5, 2020

### May Summer Session – May 11, 2020 to May 29, 2020

|   |                 |
|---|-----------------|
| Last day for departments to make changes to schedule in Banner<br>(subsequent changes must be approved by Academic Affairs) ..... | May 5           |
| Late registration for May session.....  | May 11          |
| Classes begin.....  | May 11          |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees.....   | May 11          |
| Last day to register and add courses/change sections.....   | May 11          |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....  | May 13          |
| Memorial Day holiday* .....   | May 25          |
| Last day to drop courses with a "W" or change from credit to audit.....   | May 25          |
| May session ends .....  | May 29          |
| Faculty report final grades for all students .....  | May 29 - June 1 |
| <i>(Final grades must be posted by noon on June 1)</i>  |                 |

### June/July Summer Session – June 1, 2020 to July 1, 2020

|   |                    |
|---|--------------------|
| Last day for departments to make changes to schedule in Banner<br>(subsequent changes must be approved by Academic Affairs) ..... | May 26             |
| Late registration for June/July session.....  | June 1 - 2         |
| Classes begin.....  | June 1             |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees.....   | June 2             |
| Last day to register and add courses/change sections.....   | June 2             |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....  | June 5             |
| Last day to drop courses with a "W" or change from credit to audit.....   | June 25            |
| June/July session ends.....   | (Wednesday) July 1 |
| Faculty report final grades for all students .....  | July 1 – 2         |
| <i>(Final grades must be posted by noon on July 2)</i>  |                    |
| Fourth of July holiday* .....   | (Friday) July 3    |

### July/August Summer Session – July 6, 2020 to August 5, 2020

|   |                      |
|---|----------------------|
| Last day for departments to make changes to schedule in Banner<br>(subsequent changes must be approved by Academic Affairs) ..... | June 29              |
| Late registration for July/August session.....  | July 6 - 7           |
| Classes begin.....  | July 6               |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees.....   | July 7               |
| Last day to register and add courses/change sections.....   | July 7               |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....  | July 10              |
| Last day to drop courses with a "W" or change from credit to audit.....   | July 30              |
| July/August session ends .....  | (Wednesday) August 5 |
| Faculty report final grades for August candidates for graduation .....  | August 5             |
| <i>(Final grades must be posted by 11:59 p.m. on August 5)</i>  |                      |
| Faculty report final grades for all students .....  | August 5 – 6         |
| <i>(Final grades must be posted by noon on August 6)</i>  |                      |
| Graduation.....   | August 8             |

## Summer 10-Week Session – June 1, 2020 to August 5, 2020

|  |              |
|--|--------------|
| Last Day for Departments to make changes to schedule in Banner .....                       | April 26     |
| Late registration for Summer 10 Week Session .....   | June 1 – 4   |
| Classes Begin .....  | June 1       |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees ..... | June 4       |
| Last day to register and add courses/change sections .....                                 | June 4       |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition .....    | June 10      |
| Fourth of July holiday* .....  | July 3       |
| Last day to drop courses with a “W” or change from credit to audit .....                   | July 23      |
| 10 week session ends .....   | August 5     |
| Faculty report final grades for August candidates for graduation .....                     | August 5     |
| (Final grades must be posted by 11:59 pm on August 5)                                      |              |
| Faculty report final grades for all students .....   | August 5 – 6 |
| (Final grades must be posted by noon on August 6)  |              |
| Graduation .....   | August 8     |

## Fall Term Opens - August 10, 2020

### Fall Term - August 19, 2020 to December 8, 2020

|  |                         |
|--|-------------------------|
| Banner schedule training (training available as needed) .....                              | August 3 – September 23 |
| Department may enter spring 2021 schedule in Banner .....                                  | August 3 – September 23 |
| Department review of spring 2021 schedule through ARGOS .....                              | August 3 – September 23 |
| Selected fall activities .....   | August 10 - 18          |
| Registration .....   | August 10 – 18          |
| Last day for departments to make changes to schedule in Banner .....                       | August 13               |
| (subsequent changes must be approved by Academic Affairs)                                  |                         |
| Classes begin .....  | August 19               |
| Deadline for Undergraduate Research Fund applications .....                                | August 24               |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees ..... | August 25               |
| Last day to register and add courses/change sections .....                                 | August 25               |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition .....    | September 2             |
| Labor Day holiday .....  | September 7             |
| Condensed courses request forms due in Registrar’s Offices .....                           | September 17            |
| AAS Spring course recommendations for Ozark Campus due to Department Heads .....           | September 17            |
| Deadline for Sabbatical applications for 2021 calendar year .....                          | September 15            |
| Dean of College review spring 2021 course offerings through ARGOS .....                    | September 24 – 30       |
| Departments make changes to spring 2021 course offerings with Dean’s approval .....        | September 24 – 30       |
| Official spring schedule available on web .....  | October 1               |
| Deadline for Faculty Research Fund applications .....                                      | October 1               |
| Deadline for Professional Development Grant applications .....                             | October 1               |
| Deadline for Student Interdisciplinary Research Grant applications .....                   | October 1               |
| Deadline for degree audit (transcript evaluation), December 2021 graduates .....           | October 2               |
| Mid-term .....   | October 7               |
| Faculty report freshman and sophomore mid-term grades .....                                | October 7               |
| (Mid-term grades must be posted by 11:59 p.m. on October 7)                                |                         |
| Fall Break .....   | October 8 – 9           |
| Recommendations for Faculty Emeritus status due to Academic Affairs .....                  | October 15              |

Academic Affairs forwards catalog copy (**excluding curricula**) to

|  |   |
|--|---|
| Vice Presidents and Deans for editing .....  | October 19                                      |
| <i>Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog</i> |   |
| Deadline for textbook selections for spring/winter intersession 2021 .....                                   | October 1                                       |
| Early registration for spring semester .....   | October 19 – December 1                         |
| Edited catalog copy to Academic Affairs for compilation .....  | November 16                                     |
| Last day to drop courses with a "W" or change from credit to audit.....                                      | November 18                                     |
| Thanksgiving holidays .....  | 7:00 a.m., November 25 - 7:00 a.m., November 30 |
| Students Follow Regular Monday Class Schedule .....  | Monday, November 30                             |
| Students Follow Regular Wednesday Class Schedule.....  | Tuesday, December 1                             |
| Reading Day.....   | 8:00 a.m. – 5:00 p.m., Wednesday, December 2    |
| End of course examinations.....  | 7:00 p.m., December 2 – 5:30 p.m., December 8   |
| Faculty report final grades for all students .....   | December 2 – 9                                  |
| <i>(Final grades must be posted by noon on December 9)</i>   |   |
| Graduation.....  | December 11 – 12                                |

**Fall Term - First Eight-Week Session**

|   |               |
|---|---------------|
| Late registration for first eight-week session.....                                       | August 12     |
| Classes begin.....  | August 12     |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees..... | August 14     |
| Last day to register and add courses/change sections .....                                | August 14     |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....    | August 19     |
| Labor Day holiday* .....  | September 7   |
| Last day to drop courses with a "W" or change from credit to audit.....                   | September 28  |
| First eight-week session ends.....  | October 6     |
| Faculty report final grades for all students .....  | October 6 – 7 |
| <i>(Final grades must be posted by noon on October 7)</i>                                 |               |

**Fall Term - Second Eight-Week Session**

|   |   |
|---|---|
| Late registration for second eight-week session .....                                     | October 14                                      |
| Classes begin.....  | October 14                                      |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees..... | October 16                                      |
| Last day to register and add courses/change sections .....                                | October 16                                      |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition.....    | October 21                                      |
| Thanksgiving holidays* .....  | 7:00 a.m., November 25 - 7:00 a.m., November 30 |
| Last day to drop courses with a "W" or change from credit to audit.....                   | November 30                                     |
| Second eight-week session ends .....  | December 8                                      |
| Faculty report final grades for all students .....  | December 8 – 9                                  |
| <i>(Final grades must be posted by noon on December 9)</i>                                |   |

**Winter Intersession – December 14, 2020 to January 1, 2021**

|   |                       |
|---|-----------------------|
| Last day for departments to make changes to schedule in Banner<br>(subsequent changes must be approved by Academic Affairs) | December 8            |
| Late registration for winter intersession   | December 14           |
| Classes begin   | December 14           |
| Last day to officially withdraw/drop courses with full reduction of tuition and fees  | December 14           |
| Last day to register and add courses/change sections  | December 14           |
| Last day to officially withdraw/drop courses with 80 percent reduction of tuition   | December 16           |
| Christmas Day holiday*  | December 25           |
| Last day to drop courses with a "W" or change from credit to audit  | December 28           |
| New Year's Day holiday  | January 1             |
| Winter intersession ends  | January 1             |
| Faculty report final grades for all students<br><i>(Final grades must be posted by noon on January 4)</i>                   | January 1 – January 4 |