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 <u>July 1, 2019.</u>
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
   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
   (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
   (DPTC) (assumes applicant is following the 2018 Faculty Handbook update .... September 27
Promotion and/or tenure portfolios available to the Department Heads
   (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
   (Mid-term grades must be posted by 11:59 p.m. on October 9)
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 **(excluding curricula)** to
   Vice Presidents and Deans for editing.. October 15
   Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog
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
   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
   (Final grades must be posted by noon on December 11)
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
   (Final grades must be posted by noon on October 9)

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
   (Final grades must be posted by noon on December 11)

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

Last day for departments to make changes to schedule in Banner ....December 10
    (subsequent changes must be approved by Academic Affairs)
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 ....January 3 – 6
    (Final grades must be posted by noon on January 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 ....January 7
    (subsequent changes must be approved by Academic Affairs)
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
    (**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
    schedule in Banner .... February 3 – February 21
Department review of summer, fall, and winter intersession 2020
    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...February 17
    Ozark Campus due to Department Heads
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 ....February 24-28
    offerings with Dean's approval
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
  (Mid-term grades must be posted by 11:59 p.m. on March 2)
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
  (Final grades must be posted by noon on May 6
Professional Development Day/Faculty & Staff Update .... 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
  (Final grades must be posted by noon on March 4)

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
  (Final grades must be posted by noon on May 6)

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
   (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
   (Final grades must be posted by noon on June 1)

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

Last day for departments to make changes to schedule in Banner
   (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
   (Final grades must be posted by noon on July 2)
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 ....June 29
   (subsequent changes must be approved by Academic Affairs)
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
   (Final grades must be posted by 11:59 p.m. 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

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...September17
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
Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog
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
   (Final grades must be posted by noon on December 9)
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
   (Final grades must be posted by noon on October 7)

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
   (Final grades must be posted by noon on December 9)

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

Last day for departments to make changes to schedule in Banner ....December 8
   (subsequent changes must be approved by Academic Affairs)
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 .... January 1 – January 4
   (Final grades must be posted by noon on January 4)