

Academic Affairs Calendar

Fall

Event	Date	Responsible
Grades: Normal last date to submit updates to Incomplete grades	End of Week 2	D/PD
Census: Census for all programs (except MSMS online)	Monday of Week 3	Registrar
MARC: Fall publication	10/1	AVP-AA
FPA/Rank: FPA and rank advancement applications DUE	10/15	Faculty
Wellness Checks: 50% of applicable courses	End of Week 6 ⁺	D/PD
Course Scheduling: All sections entered; all sections and capacities reviewed	Tuesday of Week 8	D/PD
Course Scheduling: Schedules finalized by programs	Friday of Week 8	D/PD
Course Scheduling: Course Dog locked - only Faculty changes allowed	Week 12	Registrar
Wellness Checks: 100% of applicable courses	End of Week 13 ⁺	D/PD
Faculty Report: Distributed after block 3 AS final numbers set	Monday of week 14	AVP-AA
Course Access: Spring courses OPEN to faculty	Monday of week 14 [*]	LMA
FPA/Rank: Annual review conferences for FPA completed	12/15	Supervisors
Employee Handbook: Publish if changes by P+C	12/15	P+C
Course Scheduling: Course Dog faculty locked; new scheduling OPENS	Monday of first week of break	Registrar
Grades: All course grades submitted	Monday of first week of break	Faculty
Academic Standing Review: Warning, Probation, Dismissal candidate lists	Tuesday of first week of break	Registrar
Academic Standing Review: Programs confirm lists	Wednesday of first week of break	D/PD
Academic Standing Review: Registrar distributes letters	Thursday of first week of break	Registrar
Course Access: Spring courses OPEN to students	Saturday of last week of break [*]	LMA
Catalog: Training and notification of Spring updates	Prior to Spring Term	AVP-AA
Employee Handbook: Training and notification of updates	Prior to Spring Term	P+C

**For block courses, faculty access is Monday of the week prior to the block and student access is Saturday of the week prior to the block.*

⁺For block courses, wellness checks must be completed every term at least 1 week prior to the end of the block.

Abbreviations:

AVP-AA = Assistant Vice President – Academic Administration
 AVP-Aux = Assistant Vice President – Auxiliary Operations
 DAO = Director of Academic Operations

D/PD = Deans and Program Directors
 LMA = Learning Management Administrator
 P+C = Director of People+Culture

Spring

Event	Date	Responsible
Grades: Normal last date to submit updates to Incomplete grades	End of Week 2	D/PD
Census: Census for all programs (except MSMS online)	Monday of Week 3	Registrar
FPA/Rank: Annual reviews forwarded to PPC	1/15	Supervisors
Catalog: Call for changes to annual catalog OPENS ("Custom Pages") Accreditations and Authorizations, University Policies, Admissions, Academic Policies, Student Rights and Responsibilities, Student Support Services, Student Accounts, Financial Aid, Student Life, and Tuition and Fees; SCU Health Handbook	2/1	AVP-AA
MARC: Spring Publication	2/1	AVP-AA
Catalog/Syllabi: Submission of course, curriculum, and program changes to Curriculumlog for the upcoming annual catalog CLOSES ("Programs and Cores") <i>Opened 8/15; approval process continues until 5/1</i>	2/15	DAO
Wellness Checks: 50% of applicable courses	End of Week 6 ⁺	D/PD
Catalog: Call for changes to annual catalog CLOSES ("Custom Pages")	3/1	AVP-AA
Course Scheduling: All sections entered; all sections and capacities reviewed	Tuesday of Week 8	D/PD
Course Scheduling: Schedules finalized by programs	Friday of Week 8	D/PD
Course Scheduling: Course Dog locked - only Faculty changes allowed	Week 12	Registrar
Wellness Checks: 100% of applicable courses	End of Week 13 ⁺	D/PD
Faculty Report: Distributed after block 3 AS final numbers set	Monday of week 14	AVP-AA
Course Access: Summer courses OPEN to faculty	Monday of week 14*	LMA
FPA/Rank: Rank Advancement notification (rank effective 9/1)	4/15	AVP-AA
Course Scheduling: Course Dog faculty locked; new scheduling OPENS	Monday of first week of break	Registrar
Grades: All course grades submitted	Monday of first week of break	Faculty
Academic Standing Review: Warning, Probation, Dismissal candidate lists	Tuesday of first week of break	Registrar
Academic Standing Review: Programs confirm lists	Wednesday of first week of break	D/PD
Academic Standing Review: Registrar distributes letters	Thursday of first week of break	Registrar
Course Access: Summer courses OPEN to students	Saturday of last week of break*	LMA
Catalog/Syllabi: Final approval of course, curriculum, and program changes in Curriculumlog for upcoming annual catalog ("Programs and Cores") <i>Unapproved items restart after 8/15 for next annual catalog</i>	5/1	DAO
Catalog: Training and notification of Summer updates	Prior to Summer Term	AVP-AA

Summer

Event	Date	Responsible
Grades: Normal last date to submit updates to Incomplete grades	End of Week 2	D/PD
Census: Census for all programs (except MSMS hybrid)	Monday of Week 3	Registrar
Catalog: Approval by Cabinet; no further changes accepted to annual catalog	6/1	Cabinet
MARC: Summer publication	6/1	AVP-AA
Catalog: Fall Catalog published	7/1	AVP-AA
Campus Safety Manual: Publish if changes by Campus Safety	7/1	AVP-Aux
Letters of Appointment: Letters of Appointment circulation OPENS	7/15	DAO
Wellness Checks: 50% of applicable courses	End of Week 6 ⁺	D/PD
Course Scheduling: All sections entered; all sections and capacities reviewed	Tuesday of Week 8	D/PD
Course Scheduling: Schedules finalized by programs	Friday of Week 8	D/PD
Course Scheduling: Course Dog locked - only Faculty changes allowed	Week 12	Registrar
Wellness Checks: 100% of applicable courses	End of Week 13 ⁺	D/PD
Faculty Report: Distributed after block 3 AS final numbers set	Monday of week 14	AVP-AA
Course Access: Fall courses OPEN to faculty	Monday of week 14 [*]	LMA
Letters of Appointment: Letters of Appointment DUE	8/15	Faculty
FPA/Rank: Annual FPA process OPENS in Interfolio <i>Closes 10/15</i>	8/15	DAO
Faculty Handbook: Publish if changes made	8/15	AVP-AA
Catalog/Syllabi: Submission of course, curriculum, and program changes to Curriculog for the upcoming annual catalog OPENS ("Programs and Cores") <i>Submissions close 2/15</i>	8/15	DAO
Course Scheduling: Course Dog faculty locked; new scheduling OPENS	Monday of first week of break	Registrar
Grades: All course grades submitted	Monday of first week of break	Faculty
Academic Standing Review: Warning, Probation, Dismissal candidate lists	Tuesday of first week of break	Registrar
Academic Standing Review: Programs confirm lists	Wednesday of first week of break	D/PD
Academic Standing Review: Registrar distributes letters	Thursday of first week of break	Registrar
Course Access: Fall courses OPEN to students	Saturday of last week of break [*]	LMA
Faculty Handbook: Training and notification of updates	Prior to Fall Term	AVP-AA
Campus Safety Manual: Training and notification of updates	Prior to Fall Term	AVP-Aux

Catalog: Training and notification on Annual Catalog updates

Prior to Fall Term

AVP-AA

All dates are subject to change.