

2019-2020 Academic Year Key Dates Listing
(Items in Bold are taken from the Academic Calendar)

FALL TERM 2019

August

Mon, Aug 12-Fri, Aug 16: Orientation for international students

Wed, Aug 15: Call for NEH Summer Applications from Office of Academic Affairs

Wed, Aug 15: Departmental Reviews Begin

Sat, Aug 17-Tue, Aug 20: Orientation for all new students

Sun, Aug 18: Academic year opening program and reception

Mon, Aug 19: URCPP Summer 2019 report and abstract due (send to Sarah Broomfield)

Tue, Aug 20: Continuing students arrive

Tue, Aug 20: Labor assignment orientation and training (all students must attend; offices may be closed 12-4 PM)

Wed, Aug 21: Classes begin

Fri, Aug 23: Office of Academic Affairs tenure review file assembly deadline

Tue, Aug 27: Last day to add a course; all registration procedures for Fall 2019 must be completed by 5:00 p.m.**

Tue, Aug 27: Last day to drop a course without W on record

Tue, Aug 27: Last day to change a labor position (non-first-year students)

Wed, Aug 28: Course syllabi due electronically

September

Tue, Sept 3: Independent major mandatory meeting (6:00-7:00 p.m. in Emery, 101)

Fri, Sept 6: Deadline for tenure candidate's submission of materials to the Office of Academic Affairs by 5:00 p.m.

Fri, Sept 6: Sabbatical and study leave application materials sent to those eligible to apply for 2020-21

Fri, Sept 6: Faculty expected to complete their professional development plan during 2019-20 are notified

Thr, Sept 12: Final revisions to Spring schedule needed in CAS

Fri, Sept 13: Electronic early feedback completed

Fri, Sept 13: Advisors review early feedback with first-term freshman and probationary students

Fri, Sept 13: Deadline for tenure review evaluative letter from Div. Chair (copied to Dept. Chair [where applicable] and members of the candidate's Tenure Team to the Office of Academic Affairs; *completed by 5:00 p.m. It is strongly recommended that the Div. Chair share a draft with their candidate(s) that tenure team members well before this deadline.*)

Tue, Sept 17: Last day to withdraw from a course without WP/WF grade being recorded

Fri, Sept 20: Deadline for tenure review letter(s) from Dept. Chair or Tenure Team member(s) who wishes to submit an additional letter to the Office of Academic Affairs (completed by 5:00 p.m.)

Mon, Sept 23: Request for proposals for Summer 2020 teaching

Mon, Sept 30: Request for Scholarship & Creative Work sent from Office of Academic Affairs

October

Tue, Oct 1: Sabbatical and study leave reports due to the Dean of Faculty, President, Div. Chair, and Dept. Chair from faculty on leave during 2018-19

Tue, Oct 1: Office of Academic Affairs sends email to faculty regarding 2020 BIST proposals

Tue, Oct 1: Department submits to the Director of Academic Assessment a brief one-to-two page synopsis of what areas the department intends to focus on for its review (including any request for support)

Fri, Oct 4: 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 to the Office of Academic Affairs

Mon, Oct 7-Tue, Oct 8: Reading Period (classes cancelled)

Mon, Oct 7: Spring 2020 general education perspective proposals due to Sam Cole

Mon, Oct 7: Requests for Spring 2020 Course Fees Due

Mon, Oct 7: Special topics course forms due to Jolena Ramey (Office of the Registrar) for Spring 2020

Fri, Oct 11: Independent major proposals due to Office of Academic Affairs by 5:00 p.m.

Fri, Oct 11: Spring textbook adoptions due

Tue, Oct 15: Midterm grades due

Tue, Oct 15 Faculty member participating in professional development planning sends list of colleagues assisting with process to Dean of Faculty

Tue, Oct 15: Deadline to submit requests for additional resources to complete Departmental Reviews (e.g., discretionary funds, staffing, labor students, etc.) to the Dean of Faculty. Deadline to submit any requests for additional data (e.g., alumni surveys, student satisfaction reports, department-level student data, etc.) to the Office of Institutional Research and Assessment (OIRA).

Wed, Oct 16: Mountain Day (classes cancelled)

Fri, Oct 18: Student applications for BIST due

Fri, Oct 18: Faculty activity report (FAR) documents submitted electronically

Mon, Oct 21-Sun, Nov 1: Advisors review midterm grades and meet with advisees to prepare for registration

Wed, Oct 23: Last day to withdraw from a course

November

Fri, Nov 1: Final budget confirmed by BIST instructors and approved by the Center for International Education and the Provost

Mon, Nov 4-Wed, Nov 13: Registration for Spring 2020 & Summer 2020 classes

Fri, Nov 8: 2020-21 proposed course offerings & teaching assignments from Dept. Chairs to Div. Chairs (using CAS)

Fri, Nov 8: Rental regalia orders for Mid-Year Recognition Service due to Berea College Visitors Center & Shoppe

Sat, Nov 9: STEM+N preview day

Fri, Nov 15-Sun, Nov 17: Homecoming

Fri, Nov 15: Labor status forms for Thanksgiving Break due

Fri, Nov 15: May Term 2020 course proposals due

Fri, Nov 15: Last day for submitting proposals for consideration by APC to ensure 2020-21 implementation of departmental and course changes

Wed, Nov 27-Sun, Dec 1: Thanksgiving vacation

December

Fri, Dec 6: Labor status forms for Christmas break due

Fri, Dec 6: Classes end; last day to withdraw from the College without final grades being recorded

Sun, Dec 8: Recognition service for mid-year graduates

Mon, Dec 9: Reading Day (classes cancelled)

Tue, Dec 10-Fri, Dec 13: Final exams

Fri, Dec 13: Fall term ends

Fri, Dec 13: URCP proposals due for summer 2020

Fri, Dec 13: 2020-21 finalized academic year schedule materials (date, time, capacity) from Dept. Chairs due to Div. Chairs (using CAS)

Fri, Dec 13: 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 Office of Academic Affairs

Sat, Dec 14: Last day of fall labor

Tue, Dec 17: Final grades due at 12:00 p.m.

SPRING TERM 2020

January

Tue, Jan 7: Classes and Labor begin

Tue, Jan 7: Applications for sabbatical and study leaves for 2020-2021 are due to Office of Academic Affairs and copied upon submission to Div. Chair and Dept. Chair (if applicable)

Fri, Jan 10: Mid-point or final student labor evaluations due

Mon, Jan 13: Last day to add a course; all registration procedures for Spring term 2020 must be completed by 5:00 p.m. **

Mon, Jan 13: Last day to change a labor position (non-first-year students)

Mon, Jan 13: Last day to drop a course without W on record

Tue, Jan 14: Course syllabi due electronically

Wed, Jan 15: Departmental budget forms due to the Office of Academic Affairs

Wed, Jan 15: Independent major mandatory meeting (6:00-7:00 p.m. in Emery, 101)

Mon, Jan 20: Observance of Martin Luther King Day (classes cancelled)

Wed, Jan 22-Tues, Feb 4: Departmental review of declaration of major students

Fri, Jan 24: 2020-21 course schedule materials (date, time, capacity, reserved seating) from Div. Chairs due to Dean of Curriculum and Student Success

Mon, Jan 27: (for 4-year reviews) Deadline for the Div. Chair to present the intended evaluative letter to the Dept. Chair, where applicable, and the Mentoring (or Peer-Review) Team for review (Due by 5 P.M.)

Fri, Jan 31: Faculty who want to propose an international summer course for Summer 2021 submits to the Office of Academic Affairs a completed summer international course proposal form, a tentative budget (airfare, food, lodging, fees, books, other), and a draft itinerary

February

Mon, Feb 3: Search for Summer and Spring Break labor positions begins (labor required for Summer registration)

Mon, Feb 3-Fri, Feb 7: Registration for May term 2020

Mon, Feb 3: Target date to notify sabbatical and study leave applicants for 2020-21 of decision on application

Mon, Feb 3: (for 4-year reviews) Deadline for submission of the Div. Chair's evaluative letter to the Office of Academic Affairs (copied to the candidate, the Dept. Chair, where applicable, and members of the candidate's Mentoring [or Peer-Review] Team; Due by 5 P.M.)

Mon, Feb 3: (for 2-year reviews) Deadline for the Div. Chair to present the intended evaluative letter to the Dept. Chair, where applicable, and the Mentoring (or Peer-Review) Team for review (Due by 5 P.M.)

Mon, Feb 10: Last day to withdraw from a course without WP/WF grade being recorded

Mon, Feb 10: (for 2-year reviews) Deadline for submission of the Div. Chair's evaluative letter to the Office of Academic Affairs (copied to the candidate, the Dept. Chair, where applicable, and members of the candidate's Mentoring [or Peer-Review] Team; Due by 5 P.M.)

Mon, Feb 10: (for 4-year reviews) Deadline for submission to the Office of Academic Affairs of letter(s) from the Dept. Chair or Mentoring (or Peer-review) Team members who want to submit an additional letter

Fri, Feb 14: Independent major proposals due to Office of Academic Affairs by 5:00 p.m.

Fri, Feb 14-Sun, Feb 16: Carter G. Woodson weekend

Mon, Feb 17: General education perspective requests for Summer 2020 courses due to Sam Cole

Mon, Feb 17: (2-year reviews) Deadline for submission to the Office of Academic Affairs of letter(s) from the Dept. Chair or Mentoring (or Peer-review) Team members who want to submit an additional letter

Mon, Feb 17: Course fees for Summer 2020 courses due

Tue, Feb 18: Final revisions to the Fall 2020 schedule needed

Tue, Feb 25: Midterm grades due

Wed, Feb 26: Finalize Summer registration for Financial Aid

Thr, Feb 27: Estimated Summer Financial Aid package

Fri, Feb 28: Last Day to Submit Spring Break Labor Status Forms

Fri, Feb 28: Curriculum plans from declaration of major students due

Fri, Feb 28: Summer textbook adoptions due

March

Mon, Mar 2: Promotion letters due from Div. Chair to the Dean of Faculty

Mon, Mar 2-Sun, Mar 8: Spring Break (classes cancelled)

Mon, Mar 2: Target date for faculty to be notified of decision on BIST 2021 proposals

Mon, Mar 2: Deadline for Div. Chairs to submit to Dean of Faculty new position proposals and returning/replacement positions for 2020-21 searches to be conducted during the 2020-21 academic year

Mon, Mar 9: General education perspective requests for Fall 2020 courses due to Sam Cole

Mon, Mar 9: Course fees for Fall 2020 due

Mon, Mar 9: Special topics course forms due to Jolena Ramey for Fall 2020

Fri, Mar 13: Last day to withdraw from a Spring 2020 course

Mon, Mar 16: Instructors of provisionally approved BIST 2021 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 Provost

Tue, Mar 17: Academic program meeting with exploratory students

Fri, Mar 20: Deadline for Catalog course sequencing chart revisions to Sam Cole

Fri, Mar 27: Labor status forms due for Summer 2020 and the 2020-21 academic year

Fri, Mar 27: Student labor experience evaluation due

Fri, Mar 27: Rental regalia orders for May graduation due to Berea College Visitors Center & Shoppe

Sat, Mar 28: Legacy scholars awards

Mon, Mar 30: Last day to drop a summer course without a fee

Mon, Mar 30: Students enrolled in summer course without summer labor will be unenrolled

April

Fri, Apr 3: Fall 2020 textbook adoptions due

Mon, Apr 6-Wed, Apr 15: Registration for Fall term 2020

Fri, Apr 10: Faculty member participating in professional development planning submits completed plan to the Dean of Faculty

Fri, Apr 10: Instructors of approved BIST 2021 courses must submit proposals for general education requirements to be approved by COGE

Tue, Apr 14: Deadline for Summer 2020 internship proposals

Fri, Apr 10: Good Friday Observance (classes cancelled)

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

Thr, Apr 23: Classes end. Last day to withdraw from the College without final grades being recorded

Fri, Apr 24: Reading Period (classes cancelled)

Mon, Apr 27-Thr, Apr 30: Final Examinations

May

Sun, May 3: Baccalaureate and commencement services

Sun, May 3: Last day of Spring 2020 labor

Mon, May 4: Deadline for review of 2020-21 College Catalog materials

Tue, May 5: Final grades due

Fri, May 15: Final student labor evaluations due

Sun, May 31: Department submits final departmental report to the Director of Academic Assessment

SUMMER 2020

May

Mon, May 4: Summer Labor Begins

Mon, May 11: May Term 2020 begins

Mon, May 11: Last day to add or drop from a May Term course without a W on record

Fri, May 15: Final Spring student labor evaluations due

Mon, May 18: Last day to withdraw from a May Term course without WP/WF grade being recorded

Fri, May 22: Last day to withdraw from a May Term course

Mon, May 25: Memorial Day (classes cancelled)

Sun, May 31: Department submits final departmental report to the Director of Academic Assessment

June

Fri, June 5: May Term courses end

Mon, June 8: Summer Term 2020 courses begin

Mon, June 8: Last day to add or drop a Summer Term course without a W on record

Tue, June 9: May Term final grades due

Fri, June 19: Last day to withdraw from a Summer Term course without WP/WF grade being recorded

July

Wed, July 1: Last day to withdraw from a Summer Term course

Fri, July 3: Fourth of July holiday (classes cancelled)

Fri, July 24: Summer Term courses end

Tue, July 28: Summer Term final grades due

August

Mon, Aug 10: 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