

**2021-2022 Academic Year Key Dates Listing**  
(Items in Bold are taken from the Academic Calendar)

**FALL TERM 2021**

**August**

**Mon, Aug 9-Fri, Aug 13: Orientation for international students**

Wed, Aug 11: Departmental Reviews Begin

**Sat, Aug 14-Tue, Aug 17: Orientation for all new students**

Sun, Aug 15: Academic year opening program and reception

Mon, Aug 16: URCPP Summer 2021 report and abstract due (send to Sarah Broomfield)

**Tue, Aug 17: Continuing students arrive**

**Tue, Aug 17: Labor assignment orientation and training (all students must attend; offices may be temporarily closed)**

Tue, Aug 17: Office of Academic Affairs tenure review file assembly deadline

**Wed, Aug 18: Classes begin**

**Tue, Aug 24: Last day to add a course; all registration procedures for Fall 2021 must be completed by 5:00 p.m.\*\***

**Tue, Aug 24: Last day to drop a course without W on record**

**Tue, Aug 24: Last day to change a labor position (non-first-year students)**

Wed, Aug 25: Course syllabi due electronically

Tue, Aug 31: Deadline for tenure candidate's submission of materials to the Office of Academic Affairs by 5:00 p.m.

**September**

Tue, Sept 7: Faculty expected to complete their professional development plan during 2021-22 are notified

Tue, Sept 7: Sabbatical and study leave application materials sent to those eligible to apply for 2022-23

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

Tue, Sept 7: 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.)*)

Fri, Sept 10: Electronic early feedback completed

Fri, Sept 10-Tues, Sept 14: Advisors review early feedback with first-term freshman and probationary students

**Tue, Sept 14: Last day to withdraw from a course without WP/WF grade being recorded**

Tue, Sept 14: 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.)

Thr, Sept 16: Final revisions to Spring schedule needed in CAS

Mon, Sept 27: Request for proposals for Summer 2022 teaching

Tue, Sept 28: 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

Tue, Sept 28: Tenure candidate file closes (completed by 5:00 p.m.)

TBD: Assessment Workshop ("Practical Assessment Strategies: Constructing Assessment Plans that Lead to Useful Results for Departments").

**October**

Fri, Oct 1: Sabbatical and study leave reports due to the Dean of Faculty, President, Div. Chair, and Dept. Chair from faculty on leave during 2020-21

Fri, Oct 1: Office of Academic Affairs sends email to faculty regarding 2023 BIST proposals

**Mon, Oct 4-Tue, Oct 5: Reading Period (classes cancelled)**

Mon, Oct 4: Spring & Summer 2022 general education perspective requests due to Sam Cole

Mon, Oct 4: Spring textbook adoptions open

Mon, Oct 11: Requests for Spring 2022 Course Fees Due

Mon, Oct 11: Special topics course forms due to Justin Addison (Office of the Registrar) for Spring 2022

**Tue, Oct 12: Midterm grades due**

**Wed, Oct 13: Mountain Day (classes cancelled)**

Wed, Oct 13-Thr, Oct 14: Advisors review midterm grades and meet with advisees to prepare for registration

Fri, Oct 15: Independent major proposals due to Office of Academic Affairs by 5:00 p.m.

Fri, Oct 15: Complete and submit the Assessment Plan section of the 2021-2022 Annual Assessment Report.

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

**Fri, Oct 15: Student applications for BIST due**

Fri, Oct 15: Faculty activity report (FAR) documents submitted electronically

**Wed, Oct 20: Last day to withdraw from a course**

Fri, Oct 22: Rental regalia orders for Mid-Year Recognition Service due to Berea College Visitors Center & Shoppe

Fri, Oct 29: Spring textbook adoptions due

Sat, Oct 30: STEM+N & Performing Arts Showcase

**November**

Mon, Nov 1: Final budget confirmed by BIST 2022 instructors and approved by the Center for International Education and the Dean of Faculty

**Mon, Nov 1-Wed, Nov 10: Registration for Spring 2022 & Summer 2022 classes**

Fri, Nov 5: 2022-23 proposed course offerings & teaching assignments from Dept. Chairs to Div. Chairs (using CAS)

**Fri, Nov 12: Labor status forms for Thanksgiving Break due**

Mon, Nov 15: Last day for submitting proposals for consideration by APC to ensure 2022-23 implementation of departmental and course changes

**Fri, Nov 19-Sun, Nov 21: Homecoming**

Fri, Nov 19: May Term 2022 course proposals due

**Wed, Nov 24-Sun, Nov 28: Thanksgiving vacation**

Mon, Nov 29: Office of Academic Affairs promotion review file assembly deadline

**December**

**Fri, Dec 3: Labor status forms for Christmas break due**

**Fri, Dec 3: Classes end; last day to withdraw from the College without final grades being recorded**

**Sun, Dec 5: Recognition service for mid-year graduates**

**Mon, Dec 6: Reading Period (classes cancelled)**

**Tue, Dec 7-Fri, Dec 10: Final exams**

Fri, Dec 10: 2022-23 finalized academic year schedule materials (date, time, capacity) from Dept. Chairs due to Div. Chairs (using CAS)

Fri, Dec 10: 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 11: Last day of fall labor**

Mon, Dec 13: Deadline for electronic promotion file submission to the Academic Affairs Office

**Tue, Dec 14: Final grades due at Noon**

Tue, Dec 21: URCP proposals due for summer 2022

## **SPRING TERM 2022**

### **January**

#### **Mon, Jan 10: Labor begins**

Mon, Jan 10: Summer textbook adoptions open

#### **Tue, Jan 11: Classes begin**

Tue, Jan 11: Applications for sabbatical and study leaves for 2022-2023 are due to Office of Academic Affairs and copied upon submission to Div. Chair and Dept. Chair (if applicable)

Wed, Jan 12: Independent major mandatory meeting (6:00-7:00 p.m. in Emery, 101)

#### **Fri, Jan 14: Mid-point or final student labor evaluations due**

Fri, Jan 14: Departmental budget forms due to the Office of Academic Affairs

Sat, Jan 15: Full-year sabbatical leave replacement requests due to the Dean of the Faculty

#### **Mon, Jan 17: Last day to add a course; all registration procedures for Spring term 2022 must be completed by 5:00 p.m. \*\***

#### **Mon, Jan 17: Last day to change a labor position (non-first-year students)**

#### **Mon, Jan 17: Last day to drop a course without W on record**

#### **Mon, Jan 17: Observance of Martin Luther King Day (classes cancelled)**

Tue, Jan 25: Course syllabi due electronically

Fri, Jan 28: 2022-23 course schedule materials (date, time, capacity, reserved seating) from Div. Chairs due to Associate Provost

Mon, Jan 31: (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.)

Mon, Jan 31: Faculty who want to propose an international summer course for Summer 2023 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

Mon, Jan 31-Sun, Feb 13: Departmental review of declaration of major students

### **February**

Tues, Feb 1: Target date to notify sabbatical and study leave applicants for 2022-23 of decision on application

Fri, Feb 4: Summer textbook adoptions due

#### **Mon, Feb 7: Search for Summer and Spring Break labor positions begins (labor position required for Summer registration)**

#### **Mon, Feb 7-Fri, Feb 11: Registration for May term**

Mon, Feb 7: (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 7: (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 14: (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 14: (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

#### **Mon, Feb 14: Last day to withdraw from a course without WP/WF grade being recorded**

Tue, Feb 15: Assessment Workshop ("Practical Assessment Strategies: Closing the Loop for Meaningful Continuous Improvement of Student Learning").

Fri, Feb 18: Independent major proposals due to Office of Academic Affairs by 5:00 p.m.

Fri, Feb 18-Sun, Feb 20: Carter G. Woodson Diversity Weekend

Mon, Feb 21: (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 21: Course fees for Summer 2022 courses due

Tue, Feb 22: Final revisions to the Fall 2022 schedule needed

Fri, Feb 25: Curriculum plans from declaration of major students due

## **March**

**Tue, Mar 1: Midterm grades due**

Tue, Mar 1: Division Chairs submit position request proposals for 2023-2024 (for both new positions and returning/replacement positions) for searches to be conducted during 2022-2023.

**Wed, Mar 2: Finalize Summer registration for Financial Aid**

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

**Thr, Mar 3: Estimated Summer Financial Aid package**

**Fri, Mar 4: Last Day to Submit Spring Break Labor Status Forms**

**Mon, Mar 7-Sun, Mar 13: Spring Break (classes cancelled)**

Mon, Mar 7: Target date for faculty to be notified of decision on BIST 2023 proposals

Mon, Mar 7: Deadline for Div. Chairs to submit to Dean of Faculty new position proposals and returning/replacement positions for 2022-23 searches to be conducted during the 2022-23 academic year

Mon, Mar 14: Course fees for Fall 2022 due

Mon, Mar 14: Special topics course forms due to Justin Addison for Fall 2022

Mon, Mar 14: General education perspective requests for Fall 2022 courses due to Sam Cole

Mon, Mar 14: Fall textbook adoptions open

Tue, Mar 15: Academic program meeting with exploratory students

**Fri, Mar 18: Last day to withdraw from a Spring course**

Mon, Mar 21: Instructors of provisionally approved BIST 2023 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 Dean of Faculty

Fri, Mar 25: Deadline for Catalog course sequencing chart revisions to Sam Cole

Fri, Mar 25: Rental regalia orders for May graduation due to Berea College Visitors Center & Shoppe

## **April**

**Fri, Apr 1: Student labor experience evaluation due**

**Mon, Apr 4: Last day to drop a summer course without a fee**

**Mon, Apr 4: Students enrolled in summer course without summer labor will be unenrolled**

**Tues, Apr 5: Labor Day: Exploring Learning, Labor, Service (classes cancelled)**

Fri, Apr 8: Fall textbook adoptions due

Mon, Apr 11: Instructors of approved BIST 2023 courses must submit proposals for General Education requirements to be approved by COGE

Mon, Apr 11: Faculty member submits completed Professional Development plan to the Dean of Faculty

**Mon, Apr 11-Wed, Apr 20: Registration for Fall term 2022**

**Fri, Apr 15: Good Friday Observance (classes cancelled)**

**Mon, Apr 18: Labor status forms due for Summer 2022 and the 22-23 academic year**

**Tue, Apr 19: Deadline for Summer 2022 internship proposals**

Sat, Apr 23: Woodson Legacy Awards Day

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

**Thr, Apr 28: Classes end. Last day to withdraw from the College without final grades being recorded**

**Fri, Apr 29: Reading Period (classes cancelled)**

### May

**Mon, May 2-Thr, May 5: Final Examinations**

**Sun, May 8: Baccalaureate and commencement services**

**Sun, May 8: Last day of Spring 2022 labor**

Mon, May 9: Deadline for review of 2022-23 College Catalog materials

**Tue, May 10: Final grades due at noon**

**Fri, May 20: Final student labor evaluations due**

Tue, May 31: Complete and submit the Assessment Findings section of the 2021-2022 Annual Assessment Report.

### **SUMMER 2022**

### May

**Mon, May 9: Summer Labor Begins**

**Mon, May 16: May Term begins**

**Mon, May 16: Last day to add or drop from a May Term course without a W on record**

**Fri, May 20: Final Spring student labor evaluations due**

**Mon, May 23: Last day to withdraw from a May Term course without WP/WF grade being recorded**

**Fri, May 27: Last day to withdraw from a May Term course**

**Mon, May 30: Memorial Day holiday (classes cancelled)**

### June

**Fri, June 10: May Term courses end**

**Mon, June 13: Summer Term courses begin**

**Mon, June 13: Last day to add or drop a Summer Term course without a W on record**

**Tue, June 14: May Term final grades due**

**Fri, June 24: Last day to withdraw from a Summer Term course without WP/WF grade being recorded**

### July

**Mon, July 4: Fourth of July holiday (classes cancelled)**

**Wed, July 6: Last day to withdraw from a Summer Term course**

**Fri, July 29: Summer Term courses end**

### August

**Tue, Aug 2: Summer Term final grades due**

**Mon, Aug 15: 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