

Critical Dates Checklist for Faculty

Fall 2005

Please turn in the following paper work before or by the listed date.

First Class Meeting

- Discrepancy Forms to Student Services & Support at end of the first class!!!

August 27, 2005

- Personnel Action Forms—new Adjunct hires—Cathy Cooper.

August 29, 2005 – First day of semester

- Course Syllabi—one electronic copy to Office of Academic Affairs (email to Peggy Shallenberger at peggy5@uakron.edu) Please use the following file naming convention: Class#CatSect_4057_your first initial and last name, for example 2440256770_4057_JDoe (Note-Fall 2005 is PeopleSoft 4057).

September 9, 2005

- Assessment Form Part A for Fall 2005 classes — email to peggy5@uakron.edu.

September 12, 2005

- Discrepancy Forms to Student Services & Support if necessary.
 - Last day to drop without “WD” appearing on student’s academic record.

September 25, 2005

- Student Evaluations for 5-week classes.

October 1, 2005

- Freshmen mid-term grades due - to be submitted by faculty using PeopleSoft via the Web.

October 16, 2005

- Student Evaluations for 8-week classes.

October 21, 2005

- Last day to withdraw without advisor’s signature.

October 30, 2005

- Student Evaluations for 10-week classes.

November 18, 2005

- Last day to withdraw from classes.

December 11, 2005

- Student Evaluations for 15-week courses.

December 19, 2005

- Grade changes and incompletes for previous term due to Student Services & Support Office by 5:00 p.m.

December 20, 2005

- Grades due - to be submitted by faculty using PeopleSoft via the Web.

December 21, 2005

- Assessment Form B for all Fall 2005 classes - email to peggy5@uakron.edu.
- Copy of grade books due to Director of Faculty or Peggy Shallenberger.