

Critical Dates Checklist for Faculty Spring 2009

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

January 10, 2009

- Personnel Action Forms—new Adjunct hires—Cathy Cooper

January 12, 2009 – First day of semester

- Course Syllabi—one electronic copy to Office of Academic Affairs (email to Angie Boothe at aboothe@uakron.edu). Please use the following file naming convention: Class#CatSect_4091_your first initial and last name, for example 2440256770_4091_JDoe (Note-Spring 2009 is PeopleSoft 4091)

First Class Meeting

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

January 19, 2009 – Martin Luther King Day – College Closed

January 26, 2009

- Last day to WITHDRAW without “WD” appearing on record or adviser’s signatures required.

February 11, 2009

- Student Evaluations for 5-week classes

February 17, 2009 (Tuesday) --- President’s Day Observed – NO CLASSES – COLLEGE OPEN

February 26, 2009

- Freshmen mid-term grades due - to be submitted by faculty via the web through ZipLine.

March 3, 2009

- Student Evaluations for 8-week classes

March 7 – April 10 – Instructor and Advisor’s signatures required to drop classes.

March 16 - March 22, 2009 Spring Break NO CLASSES -- COLLEGE OPEN

March 24, 2009

- Student Evaluations for 10-week classes

April 10, 2009

- Last day to withdraw from spring semester classes with all signatures

May 1, 2009

- Student Evaluations for 15-week courses

May 4 - 9, 2009 Final Exam Week

May 12, 2009

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

May 12, 2009

- Grades due - to be submitted by faculty via the Web through ZipLine

May 18 - June 1, 2009

- Course Assessment Report** for all Spring 2009 classes completed online at www.wayne.uakron.edu/assessment
- Grade Book Copies** due - email to aboothe@uakron.edu.

Payroll Dates Spring 2009 – February 6; February 27; March 31; April 30; May 29