

ACADEMIC CALENDAR 2004–2005

FALL 2004

- Monday, August 2 **Deadline:** Tuition due for entering freshmen
- Tuesday, August 10 **Deadline:** Tuition due for returning undergraduate students
- Sunday, August 15
(through Friday, August 20) Orientation week for new students
- Monday, August 16 **Deadline:** Tuition due for graduate students
- Monday, August 23 **First day of classes**
- Friday, September 3 **Deadline:** Last day to add courses without a fee
Deadline: Last day to add a course without obtaining instructors permission
Deadline: Last day to withdraw with a **100% refund of tuition and fees**
Deadline: Last Day to drop to part-time with a **100% refund of tuition**
- Friday, September 3 at 5:00 P.M. 1st Registration/Add/Drop PIN for fall 2004 expires for all undergraduates online registration is disabled so that PINs may be reset
- Monday, September 6 **Labor Day (holiday—no classes)**
- Tuesday, September 7 at 9:00 A.M.
(through Friday, October 29 at 5:00 P.M.) Online registration resumes
2nd Registration/Add/Drop PIN for fall 2004 is active for all undergraduates
- Tuesday, September 7 Registration continues for undergraduate students
- Friday, September 10 **Deadline:** Last day to withdraw or drop to part-time with a **70% refund of tuition**
- Friday, September 17 **Deadline:** Last day to complete late registration or add courses
Deadline: Last day to drop courses without a fee
Deadline: Last day to designate a course as “Audit” or vice versa
Deadline: Last day anticipated aid for fall shows as a credit on student accounts
Deadline: Last day to withdraw or drop to part-time with a **60% refund of tuition**
- Friday, September 24 **Deadline:** Last day to convert a “Pass/Fail” to an earned letter grade for courses taken in spring 2004
Deadline: Last day for instructors to submit final grades to clear “Incompletes” for courses taken in spring 2004
Deadline: Last day to withdraw or drop to part-time with a **50% refund of tuition**

Friday, October 1	Deadline: Last day to withdraw or drop to part-time with a 40% refund of tuition
Friday, October 8	Deadline: Mid-semester grades for first-year undergraduate students due Deadline: College course plans due to Vice President for Student Affairs Deadline: Last day to withdraw or drop to part-time with a 30% refund of tuition
Monday, October 11 (through Tuesday, October 12	Midterm Recess
Wednesday, October 13	All classes normally held on Monday meet; all Wednesday classes canceled (to equalize holidays by days of the week during the semester)
Friday, October 15	Deadline: Last day to withdraw or drop to part-time with a 20% refund of tuition
Friday, October 22	Deadline: Last day to withdraw or drop to part-time with a 10% refund of tuition
Friday, October 29 at 5:00 P.M.	Fall Registration/Add/Drop PINs expire for undergraduates Deadline: Last day to drop courses for all graduate students and “returning” undergraduate students with a \$10.00 fee Deadline: Last day to designate a course status to “Pass/Fail” option
Monday, November 1	Deadline: Last day to file an application for a May 2005 conferral of degree with the Office of the Registrar Deadline: Last day to file an application for mid-year conferral of degree with the Office of the Registrar Deadline: Last day to file the following in the Office of Graduate Studies for mid-year degree conferral: <ul style="list-style-type: none"> • Thesis master’s candidacy petitions • Certification of non-thesis master’s • Form for automatic master’s • PhD candidacy petitions
Monday, November 1 (through Friday, January 21, 2005)	1st Registration/Add/Drop PIN is active for undergraduates for spring 2005 registration
Monday, November 1 (through Sunday, November 7)	Spring 2005 registration begins for currently enrolled undergraduate, graduate and fifth-year students
Monday, November 8	Students who are planning to enroll for spring 2005 but failed to do so last week will be assessed a \$55 “Failure to Register” fee
Monday, November 15 (through Friday, November 19 at 5:00 P.M.)	Registration for SELF-scheduled final exams for undergraduate courses
Monday, November 15	Deadline: Last day to complete financial aid application for fall 2004

- Friday, November 19 at 5:00 P.M. **Deadline:** Last day to register for SELF-scheduled final exams for undergraduate courses
- Thursday, November 25
(through Friday, November 26) **Thanksgiving Recess (holiday—no classes)**
- Wednesday, December 1 **Deadline:** Last day to complete loan applications for fall 2004
- Friday, December 3 **Last day of classes**
Deadline: (for fall 2004 matriculants only) Last day to drop courses—students must go to the Office of the Registrar **by 5:00 P.M.**
Deadline: For a mid-year conferral of degree, students must submit theses to the Office of Graduate Studies **by 12:00 NOON**
Deadline: Withdrawal for non-payment occurs for failure to pay amounts owed to the university
Deadline: All Faculty Evaluations are due to the Office of the Registrar **by 5:00 P.M.**
- Saturday, December 4
(through Wednesday, December 15) SELF-scheduled exams for undergraduate courses
- Wednesday, December 8
(through Wednesday, December 15) Scheduled FINAL exams for undergraduate courses
- Wednesday, December 15 at 5:00 P.M. **Deadline:** All take home final examinations are due
- Thursday, December 16
(through Monday, January 3, 2005) Online registration is shut down to accommodate end-of-term processing and the winter holiday
- Wednesday, December 22 at 12:00 NOON **Deadline:** All final grades are due to the Office of the Registrar

SPRING 2005

- Monday, January 3 Online registration resumes
- Wednesday, January 5 **Deadline:** Tuition due for all students
- Wednesday, January 12 **First day of classes**
- Monday, January 17 **Martin Luther King, Jr. Day (holiday—no classes)**
- Wednesday, January 19 All classes normally held on Monday meet; all Wednesday classes canceled (to equalize holidays by days of the week during the semester)
- Friday, January 21 at 5:00 P.M. 1st Registration/Add/Drop PIN expires for all undergraduates online registration is disabled so that PINs may be reset
Deadline: Last day to resolve grades of “Other” from fall 2004
- Monday, January 24 at 9:00 A.M.
(through Friday, April 1 at 5:00 P.M.) Online registration resumes
2nd Registration/Add/Drop PIN is active for undergraduates for spring 2005 registration
- Friday, January 28 **Deadline:** Last day to add courses without a fee
Deadline: Last day to add a course without obtaining instructor’s permission

	Deadline: Last day to withdraw with a 100% refund of tuition and fees
	Deadline: Last day to drop to part-time status with 100% refund of tuition
Tuesday, February 1	Deadline: Last day to file the following in the Office of Graduate Studies for a May 2005 conferral of degree: <ul style="list-style-type: none"> • Thesis master's candidacy petitions • Certification for non-thesis master's • Form for automatic master's • PhD candidacy petitions
Friday, February 4.....	Deadline: Last day to withdraw or drop to part-time status with a 70% refund of tuition
Friday, February 11.....	Deadline: Last day to complete late registration or add course(s) Deadline: Last day to drop courses without a fee Deadline: Last day to designate a course as "Audit" or vice versa Deadline: Last day to withdraw or drop to part-time status with a 60% refund of tuition Deadline: Last day anticipated aid for spring shows as credit on student accounts
Tuesday, February 15.....	Financial aid application materials available to returning students to apply for need-based aid for 2005-2006
Friday, February 18.....	Deadline: Last day for students to convert a "Pass/Fail" to an earned letter grade for courses taken in fall 2004 Deadline: Last day for instructors to submit final grades to clear "Incompletes" for courses taken in fall 2004 Deadline: Last day to withdraw or drop to part-time status with 50% refund of tuition
Friday, February 25.....	Deadline: Last day to withdraw or drop to part-time status with a 40% refund of tuition
Friday, March 4	Deadline: Mid-semester grades for first-year undergraduate students are due Deadline: College course plans are due to the Vice President for Student Affairs Deadline: Last day to withdraw or drop to part-time status with a 30% refund of tuition
Monday, March 7 (through Friday, March 11)	Spring Break (no classes)
Friday, March 11	Deadline: Last day to withdraw or drop to part-time status with a 20% refund of tuition
Friday, March 18	Deadline: Last day to withdraw or drop to part-time status with a 10% refund of tuition
Friday, March 25	Deadline: Sophomores must file a Declaration of Major form with the Office of the Registrar

Friday, April 1 at 5:00 P.M.....	Spring Registration/Add/Drop PINs expire for undergraduates Deadline: Last day to drop course(s) for all graduate students and “returning” undergraduate students with a \$10.00 fee Deadline: Last day to designate a course as “Pass/Fail” Deadline: Last day to complete financial aid applications for spring 2005
Monday, April 4 (through Friday, September 2)	First Registration/Add/Drop PIN is active for undergraduates for fall 2005 registration
Monday, April 4 (through Tuesday, April 12)	Fall 2005 registration begins for currently enrolled undergraduate, graduate and fifth year students
Thursday, April 7 (through Friday, April 8)	Spring Recess (no classes)
Monday, April 11	Summer term financial aid applications available
Wednesday, April 13	Students who are planning to enroll for fall 2005 but failed to do so last week will be assessed a \$55 “Failure to Register” fee
Friday, April 15	Deadline: Last day to complete loan applications for spring 2005 Priority Deadline: For returning and graduate students to submit financial aid applications for 2005–2006
Monday, April 18 (through Friday, April 22 at 5:00 P.M.)	SELF-scheduling of final examinations for undergraduate courses
Friday, April 22 at 5:00 P.M.....	Deadline: Last day to register for SELF-scheduled final exams for undergraduate courses
Friday, April 29	Last day of classes Reading day (no classes) except for lab courses and seminars that meet once a week Deadline: (for spring 2005 undergraduate matriculants only) Last day to drop courses Deadline: For a May 2005 conferral of degree, students must submit theses to the Office of Graduate Studies by 12:00 noon Deadline: All Faculty Evaluations are due to the Office of the Registrar by 5:00 P.M. Deadline: Withdrawal for non-payment occurs for failure to pay amounts owed to the university Deadline: Last day to submit summer financial aid applications
Saturday, April 30 (through Thursday, May 5 at 12:00 NOON)	All degree candidates: All SELF-scheduled, scheduled final, and take-home exams must be completed

Saturday, April 30 (through Wednesday, May 11).....	All non-graduating students: SELF-scheduled exams for undergraduate courses
Wednesday, May 4 (through Wednesday, May 11).....	All non-graduating students: Scheduled FINAL exams for undergraduate courses
Saturday, May 7 at 9:00 A.M.	Deadline: Grades for all degree candidates are due in the Office of the Registrar
Saturday, May 14	Ninety-Second Commencement
Wednesday, May 18 at 9:00 A.M.	Deadline: All grades for non-graduating students are due in the Office of the Registrar
Friday, June 10	Deadline: Last day to resolve grades of “Other” from spring 2005

SUMMER 2005

Early Session (May 10–27)

Monday, April 11	Summer term financial aid applications available
Wednesday, April 13	Deadline: For early application discount (by 2:30 P.M.)
Friday, April 29	Deadline: For application to Early Session courses (by 2:30 P.M.) Deadline: To submit summer aid applications
Tuesday, May 3	Notification sent to applicants who submitted applications by April 29
Monday, May 9	Registration: 9:00 A.M. – 2:00 P.M. Deadline: For final tuition payment
One week after first class	Deadline: For dropping courses without academic penalty (no refunds) (by 3:00 P.M.)
Tuesday, May 10	First day of classes–Early Session
Thursday, May 12	Deadline: For adding courses (by 3:00 P.M.) Deadline: For late registration (by 3:00 P.M.)
Monday, May 16	Deadline: For visiting and Class III students to submit transcripts (must be received by this date)
Wednesday, May 18	Deadline: For submitting refund requests (must be received by this date) Please see section on Withdrawal Penalty and Tuition Refund.
Friday, May 20	Deadline: For designating “Pass/Fail” option (by 3:00 P.M.)
Friday, May 27	Last day of classes – Early Session
Monday, May 30	University holiday
Friday, June 3	Deadline: For completion of all Early Session course work, including final examinations. Exam schedule determined by instructor.
Friday, June 10	Deadline: For submitting grades to the School of Continuing Studies Summer School Office (by 3:00 P.M.)

SUMMER 2005

General Session (May 31–July 22)

Monday, April 11	Summer term financial aid applications available
Wednesday, April 13	Deadline: For early application discount (by 2:30 P.M.)
Friday, April 29	Deadline: To submit summer aid applications
Friday, May 13	Deadline: For application to General Session courses (by 2:30 P.M.)
Thursday, May 19	Notification sent to applicants who submitted applications by May 13
Friday, May 27	Registration, 9:00 A.M. – 2:00 P.M. Deadline: For final tuition payment
One week after first class.....	Deadline: For dropping courses without academic penalty (no refunds) (by 3:00 P.M.)
Monday, May 30	University holiday
Tuesday, May 31	First day of classes – General Session
Friday, June 10	Deadline: For adding courses (by 3:00 P.M.) Deadline: For late registration (by 3:00 P.M.)
Monday, June 13.....	Deadline: For visiting and Class III students to submit official transcripts (must be received by this date)
Monday, June 20.....	Deadline: For submitting refund requests (must be received by this day.) Please see section on Withdrawal Penalty and Tuition Refund.
Monday, July 4.....	University holiday
Wednesday, June 6.....	Deadline: For designating “Pass/Fail” option (by 3:00 P.M.)
Friday, July 22.....	Last day of classes – General Session
Tuesday, July 26.....	Deadline: For completion of all General Session course work, including final examinations
Friday, July 29.....	Deadline: For submitting grades to School of Continuing Studies Summer School Office (by 3:00 P.M.)
Friday, August 5	Final grades mailed from the Office of the Registrar