



Fall 2013 (Academic/Administrative Calendar: Key dates have been noted to assist faculty and staff in anticipating deadlines. Please note that while most of the dates are firm, some dates may need to be adjusted in which case faculty and staff will be notified.)

Event Dates	Event and, if applicable, times
Mar. 11, 2013 (Mon.)	Early advising begins (Get Your Educational Plan Now!)
Apr. 15, 2013 (Mon.)	Fall registration begins for continuing and new degree students
May 6, 2013 (Mon.)	Fall registration begins for continuing and new non-degree students (not in a program of study)
July 1, 2013 (Mon.)	Sabbatical and Graduate Leave Requests Due
July 1, 2013 (Mon.)	Effective date for fall hire promotions
July 11 (Thurs.)	Department Chair Fall 2013 Work Load Requests submitted to Deans
July 18 (Thurs.)	Deans submit Chair Fall 2013 Workload Requests to Vice President's Office
Aug. 19 (Mon.) – Aug. 30 (Fri.)	Late Registration
Aug. 21 (Wed.)	<ul style="list-style-type: none"> ✓ Faculty submit Teaching Overload Exception Requests to Deans ✓ Faculty submit Faculty Release Time/ Stipend Requests to Deans ✓ Faculty submit request for exemption from Minimum Class Load to Deans
Aug. 21 (Wed.)	Chairs submit their Fall Teaching Schedule and Workload Summary to the Dean
Aug. 27 – 28 (Tues. - Weds.)	Cancellation of classes with insufficient enrollment (Notice: students will be notified via MYCCRI e-mail)
Aug. 29-30 (Thurs. – Fri.)	Waiver Registration Day for Senior Citizens, Disabled American Veterans and Unemployed RI Citizens (Lincoln, Newport, Providence and Warwick Locations 9 am-3 pm)
Aug. 28 (Wed.)	Deans submit Overload Exception/ Stipend/ Release Time/ Min. Load Exception to Vice President's Office
Aug. 30 (Fri.)	✓ Faculty (Spring Hire) seeking promotion submit packet to Department Chair
Sept. 2 (Mon)	Holiday
Sept. 3 (Tues.)	Faculty / Staff Opening Day Meeting – No Classes
Sept. 4 (Wed.)	Classes begin (All locations)
Sept. 4 -10 (Wed. – Mon.)	Add period for enrolled students (Add/drop)
Sept. 4-17 (Wed. – Mon.)	Drop Period for enrolled students (courses will not appear on transcript)
Sept. 4 (Wed.)	Payroll due to Deans
Sept. 4 - 17 (Wed. – Tues.)	Drop Period (Courses will not appear on transcript)

Sept. 9 (Mon.)	Deans email Chairs to remind them of initial request due date of Oct. 11 for Promotion for Fall Hires
Sept. 11-17 (Wed. – Tues.)	Faculty to report Verification of Enrollment
Sept. 11 (Wed.)	Faculty submit Office Hours to Chair
Sept. 11 (Wed.)	<ul style="list-style-type: none"> ✓ Chairs submit completed Promotion forms and documentation for Faculty (Spring Hire) to Dean ✓ Chairs submit completed Tenure documentation for Faculty (Spring Hire) to Dean
Sept. 17 (Tues.)	No refund of tuition or fees after this date at all locations.
Sept. 25 (Weds.)	<ul style="list-style-type: none"> ✓ Deans submit Promotion recommendations for Faculty (Spring Hire) to VPAA ✓ Deans submit Tenure documentation for (Spring Hire) to VPAA
Sept. 30 (Mon.)	Chair submits names of 1/3 of department faculty and new hires who are to be evaluated during the academic year
Sept. 30 (Mon.)	Dept. Chairs submit plans to Faculty Evaluation Committee
Sept. 30 (Mon.)	<ul style="list-style-type: none"> ✓ VP Council reviews Faculty (Spring Hire) Promotions ✓ VP Council reviews Faculty (Spring Hire) Tenure
Oct. 11 (Fri.)	Faculty (Fall Hire) requesting Promotion submits letter/email to Chair/Dean
Oct. 14 (Mon.)	Holiday-no classes
Oct. 16 (Wed.)	Monday class scheduled followed (Make up for Columbus Day)
Oct. 21 (Mon.)	Early Advising begins
Oct 23 (Wed.)	Mid-term grades due by faculty no later than NOON
Oct. 24 (Thurs.)	Dean's office reminds chairs of faculty promotion (Fall term) and provide URL link to forms
Nov. 4 (Mon.)	<ul style="list-style-type: none"> ✓ Tenure application packets for Faculty (Spring Hire) submitted to President ✓ Promotion packets for Faculty (Spring Hire) submitted to President ✓ Course evaluations conducted between the 10th and 13th weeks of the semester ✓ (conduct peer evaluation according to approved departmental plan)
Nov. 8 (Fri.)	Departmental Budgets to VPAA
Nov. 11 (Mon.)	Veteran's Day Holiday (observed) – no classes
Nov. 12 (Tues.)	<ul style="list-style-type: none"> ✓ Last day to withdraw from a class to receive a grade of "W" ✓ Promotions announced for Spring hires
Nov. 13 (Weds)	Spring registration begins for continuing & new degree students
Nov. 27 (Thurs.)	Dean's office notifies Chairs of the names of Faculty (Fall Hire) eligible for Tenure and provides URL link to forms

