

2022-2023 Academic Year Key Dates Listing (as of 8/17/2022)
(Items in Bold are taken from the Academic Calendar)

FALL TERM 2022

August

Mon, Aug 15: Office of Academic Affairs completes assembly of faculty tenure review files by 5:00 p.m.

Mon, Aug 15-Fri, Aug 19: Orientation for international students

Sat, Aug 20-Tue, Aug 23: Orientation for all new students

Sun, Aug 21: Academic year opening program and reception

Mon, Aug 22: URCPP Summer 2022 report and abstract due (send to Jim Strand)

Tue, Aug 23: Continuing students arrive

Tue, Aug 23: Labor assignment orientation and training (all students must attend; offices may be temporarily closed)

Wed, Aug 24: Classes begin

Mon, Aug 29: Deadline for tenure candidate's electronic submission of materials to the Office of Academic Affairs by 5:00 p.m.

Tue, Aug 30: Last day to add a course; all registration procedures for Fall must be completed by 5:00 p.m.**

Tue, Aug 30: Last day to drop a course without W on record

Tue, Aug 30: Last day to change a labor position (non-first-year students)

Wed, Aug 31: Course syllabi due electronically (upload to BCSR)

September

Thr, Sept 1-Sat, Nov 1: Mandatory Security Training for Faculty

Tue, Sept 6: Faculty expected to complete their professional development plan during 2022-23 are notified

Tue, Sept 6: Sabbatical and study leave application materials sent to those eligible to apply for 2023-24

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

Tue, Sept 6: 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) tenure team members well before this deadline.)*)

Tue, Sept 13: 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.)

Wed, Sept 14: Progress Report feedback completed (third week early alerts)

Fri, Sept 16-Tues, Sept 20: Advisors review early feedback with emphasis on first term and probationary students

Tue, Sept 20: Last day to withdraw from a course without WP/WF grade being recorded

Fri, Sept 23: Final revisions to Spring 2023 schedule needed in CAS

Mon, Sept 26: Request for proposals for Summer and May 2023 teaching

Tue, Sept 27: 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 27: Tenure candidate file closes (completed by 5:00 p.m.)

October

Sat, Oct 1: Deadline for faculty applying for either ACA or ARCT funding for a full-year sabbatical

Mon, Oct 3: Academic Affairs Office solicits 2024 BIST proposals

Mon, Oct 3: Sabbatical and study leave reports due to the Dean of Faculty, President, Div. Chair, and Dept. Chair from faculty on leave during 2021-22

Mon, Oct 10-Tue, Oct 11: Reading Period (classes cancelled)

Mon, Oct 10: Spring & Summer 2023 general education perspective requests due to COGE staff support

Mon, Oct 10: Spring textbook adoptions open

Fri, Oct 14: Faculty member participating in professional development planning sends list of colleagues assisting with process to Dean of Faculty

Sat, Oct 15: Woodson Legacy Scholar Preview Day

Mon, Oct 17: Requested changes and additions for Spring 2023 Course Fees Due

Mon, Oct 17: Special topics course forms due to Justin Addison (Office of the Registrar) for Spring 2023

Wed, Oct 18: Midterm grades due

Wed, Oct 19: Mountain Day (classes cancelled)

Wed, Oct 19-Thr, Oct 20: Advisors review midterm grades and meet with advisees to prepare for registration

Fri, Oct 21: Independent major proposals due to Office of Academic Affairs by 5:00 p.m.

Fri, Oct 21: Student applications for BIST due

Fri, Oct 21: Faculty activity report (FAR) documents submitted electronically

Wed, Oct 26: Last day to withdraw from a course

Fri, Oct 28: Rental regalia orders for Mid-Year Recognition Service due to Berea College Visitors Center & Shoppe (NOTE: No orders accepted after Nov. 4)

November

Tues, Nov 1: Virtual Academic Showcase [Admissions Event]

Tues, Nov 1: Final budget confirmed by BIST 2023 instructors and approved by the Center for International Education and the Dean of Faculty

Fri, Nov 4: Spring textbook adoptions due

Mon, Nov 7-Wed, Nov 16: Registration for Spring & Summer terms

Fri, Nov 11: 2023-24 proposed course offerings & teaching assignments from Dept. Chairs to Div. Chairs (using CAS)

Fri, Nov 11: Labor status forms for Thanksgiving Break due

Tues, Nov 15: Last day for submitting proposals for consideration by APC to ensure 2023-24 implementation of departmental and course changes

Fri, Nov 18-Sun, Nov 20: Homecoming

Fri, Nov 18: May Term 2023 course proposals due

Wed, Nov 23-Sun, Nov 27: Thanksgiving vacation

Mon, Nov 28: Office of Academic Affairs completes assembly of faculty promotion review files by 5:00 p.m.

December

Fri, Dec 2: Labor status forms for Christmas break due

Fri, Dec 9: Classes end; last day to withdraw from the College without final grades being recorded

Fri, Dec 9: Faculty interested in proposing a BIST course for Summer 2024 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

Sun, Dec 11: Recognition service for mid-year graduates

Mon, Dec 12: Reading Period (classes cancelled)

Mon, Dec 12: Deadline for electronic promotion file submission to the Academic Affairs Office

Tue, Dec 13-Fri, Dec 16: Final exams

Fri, Dec 16: 2023-24 finalized academic year schedule materials (date, time, capacity) from Dept. Chairs due to Div. Chairs (using CAS)

Sat, Dec 17: Last day of fall labor

Tue, Dec 19: Final grades due at Noon

Tue, Dec 20: URCPP proposals due for summer 2023

SPRING TERM 2023

January

Mon, Jan 9: Labor begins

Wed, Jan 11: Classes begin

Wed, Jan 11: Applications for sabbatical and study leaves for 2023-2024 are due to Office of Academic Affairs and copied upon submission to Div. Chair and Dept. Chair (if applicable)

Fri, Jan 13: Mid-point or final student labor evaluations due

Fri, Jan 13: Departmental budget forms due to the Office of Academic Affairs

Sat, Jan 14: Full-year sabbatical leave replacement requests due to the Dean of the Faculty

Mon, Jan 16: Last day to add a course; all registration procedures for Spring term must be completed by 5:00 p.m. **

Mon, Jan 16: Last day to change a labor position (non-first-year students)

Mon, Jan 16: Last day to drop a course without W on record

Mon, Jan 16: Observance of Martin Luther King Day (classes cancelled)

Wed, Jan 18: Independent major mandatory meeting (6:00-7:00 p.m. in Emery, 101)

Tue, Jan 18: Course syllabi due electronically (upload to BCSR)

Tue, Jan 24: (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.)

Fri, Jan 27: 2023-24 course schedule materials (date, time, capacity, reserved seating) from Div. Chairs due (CAS Locked)

Mon, Jan 30-Sun, Feb 12: Departmental review of declaration of major students

Tue, Jan 31: Faculty who want to propose an international summer course for Summer 2024 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

Tue, Jan 31: (for 4-year reviews) Deadline for submission of the Div. Chair's evaluative letter to the shared Box folder from the Office of Academic Affairs (copied to the candidate, the Dept. Chair, where applicable, and members of the candidate's Peer-Review Team. Due by 5 P.M.)

Tue, Jan 31: (for 2-year reviews) Deadline for the Div. Chair to present the intended evaluative letter to the Dept. Chair, where applicable, and the Peer-Review Team for review. Due by 5 P.M.

February

Wed, Feb 1: All course changes (additions, deletions, revisions) for the next academic year are due to the Academic Program Council

Wed, Feb 1: Progress Report feedback completed (third week early alerts)

Wed, Feb 1: Target date to notify sabbatical and study leave applicants for 2023-24 of decision on application

Fri, Feb 3-Tues, Feb 14: Advisors review early feedback with emphasis on first term and probationary students

Fri, Feb 3: Summer textbook adoptions open

Mon, Feb 6: Search for Summer and Spring Break labor positions begins

Mon, Feb 6-Fri, Feb 10: Registration for May term

Tues. Feb. 7: (for 2-year reviews) Deadline for submission of the Div. Chair's evaluative letter to the shared Box folder from the Office of Academic Affairs (copied to the candidate, the Dept. Chair, where applicable, and members of the candidate's Peer-Review Team; Due by 5 P.M.)

Tues. Feb. 7: (for 4-year reviews) Deadline for submission to the Office of Academic Affairs of letter(s) from the Dept. Chair or Peer-review Team members who want to submit an additional letter. Due by 5 P.M.

Mon, Feb 13: Last day to withdraw from a course without WP/WF grade being recorded

Tue, Feb 14: (2-year reviews) Deadline for submission to the Office of Academic Affairs of letter(s) from the Dept. Chair or Peer-review Team members who want to submit an additional letter. Due by 5 P.M.

Fri, Feb 17-Sun, Feb 19: Carter G. Woodson Diversity Weekend

Mon, Feb 20: Course fees for Summer 2023 courses due

Tue, Feb 21: Final revisions to the Fall 2023 schedule needed

Fri, Feb 24: Curriculum plans from declaration of major students due

Fri, Feb 24: Independent major proposals due to Office of Academic Affairs by 5:00 p.m.

Tue, Feb 28: Midterm grades due

Tues, Feb 28: Labor Day: Exploring Learning, Labor, Service (classes cancelled)

March

Wed, Mar 1: Finalize Summer registration for Financial Aid

Wed, Mar 1: Target date for faculty to be notified of decision on BIST 2024 proposals

Thr, Mar 2: Estimated Summer Financial Aid package

Fri, Mar 3: Last Day to Submit Spring Break Labor Status Forms

Fri, Mar 3: Summer textbook adoptions due

Mon, Mar 6-Sun, Mar 12: Spring Break (classes cancelled)

Mon, Mar 6: Deadline for Div. Chairs to submit to Dean of Faculty new position proposals and returning/replacement positions for 2024-25 searches to be conducted during the 2023-24 academic year

Mon, Mar 13: Requested changes and additions for Course fees for Fall 2023 due

Mon, Mar 13: Special topics course forms due to Justin Addison for Fall 2023

Mon, Mar 13: General education perspective requests for Fall 2023 courses due to COGE

Mon, Mar 13: Fall textbook adoptions open

Tue, Mar 14: Academic program meeting with exploratory students

Fri, Mar 17: Last day to withdraw from a Spring course

Wed, Mar 22: Instructors of provisionally approved BIST 2024 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 24: Rental regalia orders for May graduation due to Berea College Visitors Center & Shoppe (NOTE: No orders accepted after March 31)

Fri, Mar 31: Student labor experience evaluation due

April

Mon, Apr 3: Last day to drop a summer course without a fee

Mon, Apr 3: Instructors of approved BIST 2024 courses must submit proposals for General Education requirements to be approved by COGE

Mon, Apr 3: Students enrolled in summer course without summer labor will be unenrolled

Fri, Apr 7: Good Friday Observance (classes cancelled)

Fri, Apr 7: Fall textbook adoptions due

Mon, Apr 10: Faculty member submits completed Professional Development plan to the Dean of Faculty

Mon, Apr 10-Wed, Apr 19: Registration for Fall term 2023

Wed, Apr 13: Deadline for Summer 2023 Internship Proposals

Mon, Apr 17: Labor status forms due for Summer 2023 and the next academic year (23-24)

Wed, Apr 26: Dept. Chairs make advising assignments for exploratory students

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

Fri, Apr 28: Deadline for Catalog course sequencing chart revisions to Tiffany Baker (Office of the Registrar)

May

Mon, May 1: Reading Period (classes cancelled)

Tue, May 2-Fri, May 5: Final Examinations

Sun, May 7: Baccalaureate and commencement services

Sun, May 7: Last day of Spring 2023 labor

Mon, May 8: Deadline for review of 2023-24 College Catalog materials

Tue, May 9: Final grades due at noon

Mon, May 15: Promotion letters due from Div. Chair to the Dean of Faculty

Fri, May 19: Final student labor evaluations due

Wed, May 31: Complete and submit the 2022-2023 Annual Assessment Report through Weave

SUMMER 2023

May

Mon, May 8: Summer Labor Begins

Mon, May 15: May Term begins

Mon, May 15: Last day to add or drop from a May Term course without a W on record

Mon, May 15: Promotion letters due from Div. Chair to the Dean of Faculty

Fri, May 19: Final Spring student labor evaluations due

Mon, May 22: Last day to withdraw from a May Term course without WP/WF grade being recorded

Fri, May 26: Last day to withdraw from a May Term course

Mon, May 29: Memorial Day holiday (classes cancelled)

June

Fri, June 9: May Term courses end

Mon, June 12: Summer Term courses begin

Mon, June 12: Last day to add or drop a Summer Term course without a W on record

Tue, June 13: May Term final grades due

Mon, June 19: Juneteenth Holiday (classes cancelled)

Fri, June 23: Last day to withdraw from a Summer Term course without WP/WF grade being recorded

July

Tue, July 4: Fourth of July holiday (classes cancelled)

Wed, July 5: Last day to withdraw from a Summer Term course

Fri, July 28: Summer Term courses end

August

Tue, Aug 1: Summer Term final grades due

Mon, Aug 14: Final student labor evaluations due

Please Note:

- 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