

FULBRIGHT COLLEGE WORKING SCHEDULE, 2023-24

Some of these are tentative dates and subject to change. The majority of the dates pertinent to students are from the following site:

<https://registrar.uark.edu/academic-dates/academic-semester-calendar/index.php>

This site contains separate links for the Fall 2023, January Intersession, Spring 2024, May Intersession, and Summer 2024 Academic Semester Calendars.

JULY	20	Summer 8-week session classes end
2023	28	Deadline to petition Academic Standards Committee for the August 4 meeting
AUGUST	1	Chairs Meeting, 3:30 p.m., Old Main 523
	3	Withdrawal from Summer Ten Week and Five Week Sessions--only permitted with verification from the instructor of each class indicating that the student did not take the final exam. Each instructor must submit an email indicating that the final exam was not taken from their UARK account to registra@uark.edu .
	4	Deadline for Incomplete Grades from Previous Summer Term
	4	Summer 10-week session classes and Summer 2nd 5-week session classes end
	7	August 2023 Intersession classes begin
	8	Summer five-week two and ten-week session classes final grade rosters due by 12:00 p.m.
	10	Last day for faculty candidate for tenure and/or promotion to submit complete dossier for on-line review system—dossiers for external review can be emailed (or jump drives/CDs shipped/Dropbox link provided); internal (departmental and college) committees will use university on-line system. (APS 1200.00)
	11	Deadline to petition Academic Standards Committee for the Aug. 18th meeting
	14	Last day to drop an August intersession class with a "W"
	14	First day of Fall faculty appointments
	15	New Faculty University Orientation
	17	August 2023 Intersession Classes end
	17	Withdrawal Deadline: August Intersession
	18	Meeting of the Academic Standards Committee
	18	August 2023 Intersession Final Exams
	21	Fall and First 8-Week Classes Begin
	22	August Intersession Final Grades Due by noon
	23	Last day to add or register for a first 8-week class; last day to receive 100% adjustment of tuition and fees for eight week one classes by dropping/withdrawing before the 4th class day.
	31	Standing Committee Meeting, 12:15–1:45 p.m., Old Main 523
	25	Last day to: register or add a full semester class; drop first 8-week course without "W"; change first 8-week course from audit to credit; have Fall college-based fees adjusted by changing colleges; apply for residency reclassification; fee payment deadline.
	27	Last day to receive 100% adjustment of tuition and fees by dropping/withdrawing a full term class before the 6th class day
SEPTEMBER		Disclosure of Conflict of Interest and Commitment (COI) and Outside Employment Approval Requests: Online forms should become available September 15. All ARSC employees should read the policies listed at https://rsic.uark.edu/other/coi/index.php and complete an annual COI disclosure update. Outside Employment Approval Requests should be submitted if applicable. Due dates will be announced at a later time and shared with all ARSC employees.

	1	Last day to change from credit to audit; drop a full semester course without the mark of "W" shown on the official record (no fee adjustment)
	1	Departmental Assessment of Program Level Learning Outcomes – submit to Associate Dean Chris Liner
	1	Deadline for Form C & Transcript Submission for Fall 2023 Honors Graduates; email to arschhrs@uark.edu or submit to MAIN 525.
	4	Labor Day Holiday
	5	Chairs Meeting, 3:30 p.m., <i>Old Main 523</i>
	8	Requests for funds from the College Faculty Travel Fund due in Dean's Office
	13	Honors Thesis Meeting for 4th Yr Honors Students, 3:30 - 4:30 p.m., Location TBD
	13	New Tenure-Track Faculty Workshop, 3:30 p.m., <i>Old Main 523</i> ; Facilitated by Associate Deans
	14	New Tenure-Track Faculty Workshop, 3:30 p.m., <i>Old Main 523</i> ; Facilitated by Associate Deans
	15	Department Chair Deadline for delivery of Personnel Documents to New Faculty; per APS 1405.11
	19	Faculty Convocation, 4:00 p.m., Inn at Carnall Hall
	27	Honors Thesis Meeting for 3rd Yr Honors Students, 3:30 - 4:30 p.m., Location TBD
	29	Early Progress Grade Rosters Due for Fall classes
	30	Tentative deadline for annual disclosure of conflict of interest and commitment forms to be submitted. New Workday process expected to be available 9/15.
OCTOBER	1	Application deadline for students who plan to graduate at the end of Fall term
	1	Sturgis Study Abroad Grant applications deadline for January Intersession, Spring (Online through the Office of Study Abroad)
	1	Call for Classes sent out - data entry & priority room assignments for Summer/Fall terms
	1	Honors Thesis Proposal (Form A) Deadline for Fall 2024 Honors Graduates; email to arschhrs@uark.edu or submit to MAIN 525.
	3	Chairs Meeting, 3:30 p.m., <i>Old Main 523</i>
	5	College Faculty Meeting, 3:30 p.m., ARKU 508-509
	6	Proposals for ARSC Off-Campus Duty Assignments with Chair statement of support due to Dean's Office (email as .pdf to Donna Draper at ddraper@uark.edu)
	6	Deadline to petition Academic Standards Committee for the October 13 th meeting
	10	1st 8-week classes end
	11	2nd 8-week classes begin
	11	Honors Thesis Meeting for 2nd Yr Honors Students, 3:30 -4:30 p.m., Location TBD
	13	Meeting of the Academic Standards Committee
	13	Last day to add 2nd 8-week course
	13	Early Progress grade rosters due
	16	Nomination forms and departmental letters of rationale for faculty being considered for promotion and/or tenure due to Dean's Office via UA P&T SharePoint
	16-17	Fall Break
	17	Last day for 100% refund for dropping 2nd 8-week class
	19	Last day to drop 2nd 8-week course without "W" (no fee adjustment)
	30	Priority Registration begins for currently enrolled students (October 31 - November 18)
NOVEMBER	1	Deadline for Form B (Committee Form) for Spring and Summer 2024 Honors Graduates; email to arschhrs@uark.edu or submit to MAIN 525.

	1	Notification of reappointment or non-reappointment of tenure-track faculty in second year due in Dean's Office
	3	Graduate Assistant Dissertation (Ph.D. /M.F.A.) and Summer Research Stipend proposals, and Cambridge Fellowship Proposals due in Dean's Office.
	7	Chairs Meeting, 3:30 p.m., MAIN 523
	15	Deadline for Dean's Office to provide VCAA with college-approved nominations for OCDA
	17	Last day to drop a full semester course or 2nd 8-week courses with a "W" (no fee adjustment); no full semesternor 2nd 8-week class or classes may be dropped after this date unless the student officially withdraws from all courses.
	22	Thanksgiving Break (academic holiday, University administrative offices will be open)
	23-24	Thanksgiving Day/Thanksgiving Holiday
	29	Deadline for completing the Oral Defense for Fall 2023 Honors Graduates
DECEMBER	1	Deadline to petition Academic Standards Committee for the Dec. 8 th meeting
	5	Chairs Meeting, 3:30 p.m., Old Main 523
	8	Dean's Office will provide Provost's office with nominations for promotion and/or tenure
	7	Deadline for Incomplete Grades from Previous Fall Term
	7	Last day of classes for full semester and 2nd 8-week term
	8	Reading Day
	8	Last day to submit final copy of Honors Thesis for Fall 2023 Honors Graduation through ScholarWorks
	11-15	Final Examination period (Time and date of exams may not be changed without authorization of Dean and Vice Chancellor for Academic Affairs. Final grade rosters due 48 working day hours after exam is given)
	16	Commencement
	19	Final grades due
	22-31	Holiday Break (Dec 28th & 29th charged to annual leave)
JANUARY	1	New Year's Day Holiday Break
2024	2	January Intersession classes begin
	2	Return from Holiday Break
	2	Last day to register for a January Intersession class; change a January Intersession class from audit to credit; receive 100% adjustment of tuition and fees for January Intersession classes by dropping/withdrawing before the 2nd class day
	2	Chairs Meeting, 3:30 p.m., Old Main 523
	3	Last day to drop a January Interssion class without a "W"; change a January Interssion class from a credit to audit
	5	Deadline to petition Academic Standards Committee for the January 12th meeting
	9	Last day to drop a January Intersession class with a "W"
	12	Last day to officially withdraw from all January intersession classes
	12	Meeting of the Academic Standards Committee
	12	January Intersession classes end
	13	January Intersession final exams
	15	Report of Corporate Positions Held (see APS 1440.11A) due from Dean's Office to Provost no later than January 15 th
	15	Martin Luther King Day Holiday

	16	Spring classes begin
	17	Final Grades Due: January Intersession
	18	Last day to register for or add an eight week one class; last day to receive 100% cancellation of fees for an eight week one class by dropping/withdrawing (no fee adjust for dropping an individual course after this date); last day to change an eight week one class from audit to credit
	22	Last day to drop an eight week one class without a "W"; last day to change an eight week one class from credit to audit.
	22	<i>Last day to register for or add a full semester class ; fee payment deadline ; last day to apply for residency reclassification ; last day to have college-based fees adjusted by changing colleges; last day to change a full-semester class from audit to credit.</i>
	22	<i>Last day to receive 100% cancellation of fees for dropping a full-term course while remaining enrolled (no fee adjust for dropping an individual course after this date)</i>
	28	Last day for Provost/Vice Chancellor for Academic Affairs to communicate to candidate and Dean their recommendations regarding appointment to University or Distinguished Professor, promotion and/or tenure
	26	Names of those who wish to retire at the end of this academic or fiscal year and recommendation for each regarding emeritus status due in Dean's Office (if possible)
	29	<i>Last day to drop a full semester class without "W" ; last day to change a full semester class from credit to audit</i>
	31	For departments and programs with an institutional department/program review (i.e., the ADHE Review) scheduled to occur in the upcoming academic year, the department/program self-evaluation and self-study report <i>draft</i> should be completed and submitted to the appropriate associate dean by this date to prepare for compliance with Academic Policy 1620.10. See related Academic Policy 1620.11 for the department and program review schedule.
FEBRUARY	1	Sturgis Study Abroad Grant applications deadline for May Intersession, Summer, Fall, and Academic Year (Online through the Office of Study Abroad)
	1	J. William & Elizabeth Fulbright Scholarship for study abroad applications due via online HogsAbroad application. https://hogsabroad.uark.edu/ Students should contact the Office of Study Abroad and International Exchange at 575-7582 or studyabr@uark.edu with questions.
	1	Fulbright College faculty-led and Rome Study Abroad Course and Compensation Forms and Course Syllabi -- submit to Associate Dean Chris Liner https://studyabroad.uark.edu/faculty-and-advisors/faculty-led-program-development/index.php
	1	Deadline for Form C & Transcript for Spring and Summer 2024 Honors Graduates; email to arschnrs@uark.edu or submit to MAIN 525.
	5	Notification of reappointment or non-reappointment of tenure-track faculty in first year due in Dean's Office (Board Policy 405.4)
	6	Chairs Meeting, 3:30 p.m., Old Main 523
	15	Fulbright General Scholarship Application deadline (Contact Carl Riley, Assoc. Director of Scholarships at criley@uark.edu for more information)
	23	Last day to drop a 1st 8-week class with a mark of "W" (no fee adjustment)
	21	Honors Thesis Meeting for 1st Yr Honors Students, 3:30 -4:30 p.m., Giffels Auditorium
	21	Faculty evaluations, CVs, and annual resumé updates due to Dean's Office from departments
MARCH	1	Application deadline for students who plan to graduate at the end of Spring semester
	1	Last day for petitions to the Academic Standards Committee for the March 8 meeting

	1	Honors Thesis Proposal and Proposal Form A Deadline for Spring and Summer 2025 Graduates; email to archnrs@uark.edu or submit to MAIN 525.
	1	Deadline for faculty undergoing 3rd year review to upload dossier materials to SharePoint
	1	Deadline to petition Academic Standards Committee for the March 8th meeting
	1	Nominations for College Master Teacher, Master Researcher, Outstanding Advisor, and Yowell Award for Outstanding Teaching by a Graduate Student due in Dean's Office
	1	Nominations for the Nolan Award, Omni Center Faculty Award, and the John King Award due in Dean's Office.
	5	Chairs Meeting, 3:30 p.m., Old Main 523
	5	1st 8-week classes end
	6	2nd 8-week classes begin
	8	Meeting of the Academic Standards Committee
	8	Last day to register for or add an eight week two class
	10	Last day to receive 100% adjustment of tuition and fees for eight week two classes by dropping/withdrawing
	12	Last day to drop an eight week two class without a "W".
	18 - 22	Spring Break
	22	Spring Break Holiday, (University administrative offices will be closed)
	23	Early Progress grade rosters due
	29	Alumni Association Faculty Award Nominations due in Dean's Office See policy/guidelines at https://provost.uark.edu/policies/140517.php
APRIL	1	Third Year Review recommendation letters and all materials from department chairs and personnel committee(s) due to Dean's Office via SharePoint
	1	Call for Classes sent out - data entry & priority room assignments for January Intersession and Spring
	1	Honors Committee Form B Submission Deadline for Fall 2024 Honors Graduates; email to archnrs@uark.edu or submit to MAIN 525.
	1	Priority registration begins for currently enrolled students (April 1 - April 19)
	2	Chairs Meeting, 3:30 p.m., Old Main 523
	4	College Faculty Meeting, 3:30 p.m., ARKU 508-509
	19	Last day to drop a 2nd 8-week class with a "W" (no fee adjustment)
	19	Last day to drop a full semester class or classes with a "W" (no fee adjustment). No full-term class or classes may be dropped after this date unless the student officially withdraws from all classes.
	19	AY 2025-26 Department Hiring Plan (searches to be conducted during AY 2024-25) due to Dean's Office for TT/T and NTT positions at the Assistant Professor rank and higher
	26	Notification of reappointment or non-reappointment of tenure-track faculty in 2nd, 4th, and 5th year due to Dean's Office
	24	Deadline for completing Thesis Defense for Spring 2024 Honors Graduation
	26	Deadline to petition Academic Standards Committee for the May 3rd meeting
MAY	1	Last day for the chairperson to inform in writing each faculty member who is to be considered for promotion and/or tenure that he or she will be considered (faculty entering the 6th year).

	1	Deadline for Delivery of Personnel Documents to Existing Faculty (tenured, tenure-track, and non-tenure track) from Chairs--Chair/head to inform each faculty member in writing of the annual review schedule, criteria, workload assignment, procedures, requirements, and instruments for the upcoming academic year (including a copy of this schedule). Use Memo A, in Academic Policy 1405.10A.
	2	Last day for spring and 2nd 8-week classes
	2	Deadline for Incomplete Grades from Previous Spring Term
	3	Reading Day
	3	Meeting of the Academic Standards Committee
	3	Last day to submit final copy of Honors Thesis for Spring 2024 Honors Graduation
	5	Last day for faculty members to request nomination for promotion and/or tenure in Fall – if not scheduled for consideration (APS 1200.00)
	6-10	Spring Final exams
	7	Chairs Meeting, 3:30 p.m., <i>Old Main 523</i>
	10	Last day for departmental personnel committee/chair and candidate to work together to identify reviewers and initiate external peer review selection process (APS 1200.00)
	10*	Fulbright College Honors Celebration (Tentative), 10:00 a.m. - 1 p.m. *Date/Time subject to change, with details provided at a later time
	10-11	College & University Commencement schedules will be determined and announced at a later date.
	12	Last day of academic year (9 month) faculty appointments
	13	May Intersession classes begin
	14	Spring and 2nd 8-week Classes Final grades due
	15	For departments and programs with an institutional department/program review (i.e., the ADHE Review) scheduled to occur in the upcoming academic year, the department/program final self-evaluation and self-study report should be completed by May 15 in accordance with Academic Policy 1620.10. See related Academic Policy 1620.11 for the department and program review schedule.
	17	Deadline to petition Academic Standards Committee for the May 25 th meeting
	23	Meeting of the Academic Standards Committee
	23	May Intersession classes end
	24	May Intersession final exams
	27	Memorial Day Holiday
	28	Summer classes begin: Summer 10-week session classes, Summer 1st 5-week session classes, and Summer 8-week session classes begin
	29	May Intersession final grades due
JUNE	4	Chairs Meeting, 3:30 p.m., <i>Old Main 523</i>
	21	Deadline to petition Academic Standards for the June 28th meeting
	28	Meeting of the Academic Standards Committee
	28	Summer 1st 5-week session ends
	28	Withdrawal Deadline: Summer First Five Week Session. Requires verification from instructor of each class indicating that the student did not take the final exam.
	30	Last working day for notice of non-reappointment to 12-month faculty who are entitled to 12 months' notice before the end of a terminal contract
JULY	1	Application deadline for students who plan to graduate at the end of Summer term
	1	Summer 2nd 5-week session classes begin

	2	Chairs Meeting, 3:30 p.m., Old Main 523
	2	Summer 5-week one session final grade rosters due by 12:00 p.m.
	4	Independence Day Holiday
	15	Departmental Annual Reports due in Dean's Office
	18	Summer 8-week session classes end
	18	Withdrawal Deadline: Summer Eight Week Session
	22	Summer eight week session classes final grade rosters due by 12:00 pm
	24	Final day for Summer 2024 graduates to defend honors thesis
	25	Deadline to petition Academic Standards Committee for the August 2nd meeting
	31	New faculty (on fiscal year appointment) advised in writing by chair of the criteria, procedures, and instruments that are to be used in assessing his or her work for academic year 2024-25
AUGUST	1	Withdrawal from Summer Ten Week and Five Week Sessions--only permitted with verification from the instructor of each class indicating that the student did not take the final exam. Each instructor must submit an email indicating that the final exam was not taken from their UARK account to registra@uark.edu .
	2	Summer 10-week session classes and Summer 2nd 5-week session classes end
	2	Meeting of the Academic Standards Committee
	2	Deadline for Incomplete Grades from Previous Summer Term
	5	August 2024 Intersession classes begin
	6	Chairs Meeting, 3:30 p.m., Old Main 523
	6	Summer five-week two and ten-week session classes final grade rosters due by 12:00 p.m.
	10	Last day for faculty candidate for tenure and/or promotion to submit complete dossier for on-line review system—dossiers for review can be emailed (or jump drives/cds shipped) to external peer reviewers and internal (departmental and college) committees will use the university P&T SharePoint system. (APS 1200.00)
	12	First day of fall faculty appointments
	13	New Faculty University Orientation
	15	Last day of August 2024 Intersession Classes
	15	Tentative: New Faculty Meeting, tenure-track and non-tenure-track, 3:30-5:00 p.m., Location TBD. Chairs to attend with New Faculty.
	16	August 2024 Intersession final exams
	19	Fall Classes Begin
	20	August 2023 Intersession final grades due by 12:00 noon (Tentative)
	29	Standing Committee Meeting/Luncheon, 12:00–1:30 p.m., Location TBD