

# 2024 Faculty Calendar

## Spring 2024

### January 2024

|    |       |   |
|----|-------|---|
| 2  | Tues  | Campus Offices Reopen After Holiday Break   |
| 8  | Mon   | LSUA Spring 2024 Convocation  |
| 11 | Thurs | Academic Affairs All Faculty Meeting  |
| 11 | Thurs | New Student Orientation   |
| 15 | Mon   | Martin Luther King Holiday: University Closed   |
| 15 | Mon   | Classes Begin: ELearn 1/1 <sup>st</sup> Session   |
| 16 | Tues  | Classes Begin: Full Term  |
| 16 | Tues  | Fee Payment due with the Student Accounts Office by 4:30pm \$75 Non-refundable Late Fee assessed at 4:30pm                  |
| 19 | Fri   | Appointment and Overload forms due to Provost   |
|    |       | Faculty Office Hours due to Dean/Director   |
| 17 | Wed   | ELearn 1/1 <sup>st</sup> Session: Last day to Add a course or Drop a course via Self-Service without receiving a "W" grade. |
| 17 | Wed   | ELearn 1/1 <sup>st</sup> Session: Last day to receive a full refund (100% minus non-refundable fees).                       |
| 18 | Thurs | ELearn 1/1 <sup>st</sup> Session: All courses dropped will receive a grade of 'W'. Drop from required.                      |
| 22 | Mon   | Full Term: Last day to add or drop a course via Self-Service  |
| 29 | Mon   | Full Term: Last day to add a course using an add form with instructor and advisor signature.                                |
| 29 | Mon   | Full Term: Last day to receive a full refund (100% minus non-refundable fees).  |
|    |       | Summer and Fall 2024 Schedule of Classes due to Provost   |
|    |       | Faculty Office Hours and Faculty Workload Reports due to Provost  |

### February 2024

|   |       |   |
|---|-------|---|
| 1 | Thurs | Endowed Professorship applications due  |
| 5 | Mon   | Deadline: Corrections for Summer/Fall Courses due to Registrar  |
|   |       | Summer and Fall Schedule of Classes Published   |
|   |       | Any Changes to the Summer and Fall 2024 Schedule of Classes must be done via the Online Schedule Change Form. |
| 6 | Tues  | Full Term: Last day to drop a course without receiving a 'W' grade. Drop form required.                       |
| 7 | Wed   | Full Term: All courses dropped will receive a grade of 'W'. Drop form required.                               |

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|--------|---------|--|
| 9      | Fri     | Faculty Award Nominations 2024 are Due   |
| 12     | Mon     | Mardi Gras Holiday: NO ON-CAMPUS CLASSES: Offices Open   |
| 13     | Tues    | Mardi Gras Holiday: NO ON-CAMPUS CLASSES: Offices Open   |
| 13     | Tues    | ELearn 1/1 <sup>st</sup> Session: Last day to drop a course with a 'W' grade/ Drop form required. NO DROPS ALLOWED AFTER TIS DATE.       |
|        |         | Deadline for submitting documentation to college or school office: Instructor Promotion, Instructor Reappointment, Tenure Track Progress |
| 26-3/1 | Mon-Fri | Mid-Semester Examination Period  |
| 26     | Mon     | Advising Begins for Summer and Fall 2024   |

### March 2024

|     |         |  |
|-----|---------|--|
| 1   | Fri     | Applications for Graduation form Summer and Fall 2024 are due in the Registrar's Office.   |
| 3   | Sun     | ELearn 1/1 <sup>st</sup> Session: Classes End-Final Exam   |
| 4-8 | Mon-Fri | Spring Break: NO ON-CAMPUS CLASSES; Office Open  |
| 6   | Wed     | ELearn 1/1 <sup>st</sup> Session: Final Grades due in Self-Service by Noon   |
| 6   | Wed     | Full Term: Mid Term grades due by Noon via Self-Service  |
| 8   | Fri     | Faculty Award Nominee's packets due to Provost office  |
| 11  | Mon     | ELearn 2/2 <sup>nd</sup> Session: Classes Begin  |
| 11  | Wed     | ELearn 2/2 <sup>nd</sup> Session: Fee Payment due with the Student Accounts Office by 4:30pm \$75 Non-refundable Late Fee assessed at 4:30pm |
| 13  | Wed     | ELearn 2/2 <sup>nd</sup> Session: Last day to receive a full refund (100% minus non-refundable fees).  |
| 13  | Wed     | ELearn 2/2 <sup>nd</sup> Session: Last day to add a course or drop a course via Self-Service without receiving a "W" grade.                  |
| 20  | Wed     | Honors Convocation Ceremony @ 5:30pm, Brumfield Caffey Annex   |
| 25  | Mon     | Registration for Summer and Fall 2024 begins.  |
| 28  | Thurs   | Revised Faculty Workload Reports due to Provost (Spring 2/2 <sup>nd</sup> session revisions)   |
|     |         | Deadline for Primary Committees to have met for Instructor Promotion, Instructor Reappointment, Tenure Track Progress                        |
| 29  | Fri     | Good Friday: University Closed   |

### April 2024

|   |     |  |
|---|-----|--|
| 5 | Fri | Full Term: Last day to receive a 'W' for course. Drop form required. NO DROPS ALLOWED AFTER THIS DATE. |
| 5 | Fri | Full Term: Last day to withdraw from the University.   |
| 8 | Mon | ELearn 2/2 <sup>nd</sup> Session: Last day to drop a course without a 'W' grade. Drop form             |

|           |             |  |
|-----------|-------------|--|
|           |             | <b>required. NO DROPS ALLOWED AFTER THIS DATE.</b>   |
|           |             | <b>Deadline for Colleges and Schools to submit primary committee memos to Provost.</b>   |
| <b>16</b> | <b>Tues</b> | <b>Employee Recognition Dinner</b>   |
| <b>28</b> | <b>Sun</b>  | <b>ELearn 2/2<sup>nd</sup> Session: Classes End- Final Exams</b>   |
| <b>29</b> | <b>Mon</b>  | <b>Deadline for University Committee to complete third-year review of tenure track faculty and consider Instructor Promotions.</b> |
|           |             | <b>Deadline for Associate Professors to announce intent to apply for promotion to Professor in Fall 2024</b>                       |

**May 2024**

|             |                |   |
|-------------|----------------|---|
| <b>6-10</b> | <b>Mon-Fri</b> | <b>Final Exam Period</b>  |
| <b>11</b>   | <b>Sat</b>     | <b>Students Move out Residents Hall</b>   |
| <b>13</b>   | <b>Mon</b>     | <b>ELearn 1/1<sup>st</sup> session: Classes Begin</b>   |
| <b>14</b>   | <b>Tues</b>    | <b>All Final Grades Due via Self-Service by Noon.</b>   |
|             |                | <b>Faculty Promotion: Names of five potential external reviewers submitted to provost.</b>                                |
| <b>16</b>   | <b>Thurs</b>   | <b>Spring Commencement, 10:00am</b>   |
|             |                | <b>Faculty Promotion: Requests sent by Deans to potential external reviewers to review two samples of scholarly work.</b> |
| <b>27</b>   | <b>Mon</b>     | <b>Memorial Day: No On-Campus Classes: Offices Closed</b>   |
| <b>28</b>   | <b>Tues</b>    | <b>Summer Full Term: Classes Begin</b>  |
| <b>28</b>   | <b>Tues</b>    | <b>A Session: Classes Begin</b>   |

**June 2024**

|           |              |   |
|-----------|--------------|---|
| <b>30</b> | <b>Thurs</b> | <b>Endowed Professorship- Deadline for submitting reports for professorships held 2022-24 and 2023-25</b> |
|-----------|--------------|---|