



Spring 2011 (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
Oct 18 (Mon)	Early Advising begins (Get your Educational Plan Now!)
Nov 8 (Mon)	Spring registration begins for continuing degree and new degree students
Nov 29 (Mon)	Spring registration begins for continuing non-degree and new non-degree students (not currently enrolled in a program of study)
Jan 4 (Tue)	Late registration
Jan 10 (Mon)	Faculty submit Faculty Release Time/Stipend Request Faculty submit request for exemption from Minimum Class Load
Jan 17 (Mon)	Holiday
Jan 18 (Tue)	Cancellation of classes with insufficient enrollment (Notice: students will be notified via Campus MyCCRI e-mail)
Jan 19 (Wed)	Faculty submit Teaching Overload Exception Requests Faculty submit their Spring Teaching Schedule and Workload Summary to the Dean
Jan 20 (Thurs)	Waiver Registration Day for Senior Citizens, Disabled American Veterans and Unemployed RI Citizens (Lincoln, Newport, Providence and Warwick Locations 9 a.m. - 3 p.m.)
Jan 24 (Mon)	Classes begin (All Locations)
Jan 24 - 30 (Mon - Sun)	Period for student schedule adjustments (Add/Drop)
Jan 24- Feb 6 (Mon - Sun)	Drop Period (courses will not appear on transcript) NO SHOW REPORTING
Feb 1 (Tue)	Faculty submit Office Hours to Chair Chair schedules / meets with individual departmental faculty to review Chair summary of faculty evaluation to be completed by March 1st
Feb 2 (Wed)	Chairs submit recommendations for Faculty (Fall Hire) Promotion to Deans Chairs submit recommendations for Faculty (Fall Hire) Tenure to Deans
Feb 2 (Wed)	Dean notifies Chair of performance evaluation process; distributes self-evaluation format to Chair, and notifies Departmental Faculty of Chair Evaluation
Feb 6 (Sun)	No refund of tuition or fees after this date at ALL locations
Feb 14 (Mon)	Deans send recommendations for Faculty Promotion (Fall Hire) to VPAA Deans send recommendations for Faculty Tenure (Fall Hire) to VPAA
Feb 15 (Tues)	Dept budgets due

Mar 1 (Tue)	On-line evaluation procedure becomes available (Mar 1 -18)
Mar 3 (Thur)	VPAA sends list of Faculty (Spring Hire) eligible for Tenure to Deans Chair forwards to the appropriate dean summaries of faculty evaluations
Mar 4 (Thu)	VP Council review Faculty (Fall Hire) Tenure recommendations VP Council reviews Faculty (Fall Hire) Promotion recommendations
Mar 9 (Wed)	Mid-term grades due by faculty no later than NOON
Mar 14 (Mon)	Early Advising begins (Get your Educational Plan Now!)
Mar 15 (Tue)	Deans email Chairs to remind them of initial request due date of April 15 for Faculty (Spring Hire) for Promotion Dean forwards to VPAA summaries of faculty evaluations
Mar 16 (Wed)	All Chair self evaluation material submitted to Dean
March 18 (Fri)	On-line evaluation system closes
Mar 21 – 27 (Mon - Sun)	Spring Recess (All locations except Westerly)
Mar 31 (Thur)	Course evaluations conducted between the 10th and 13th weeks of the semester (conduct peer evaluation according to approved departmental plan)
Apr 1 (Fri)	Deans submit three -year faculty evaluations to VPAA
Apr 5 (Tue)	Promotion Recommendations Faculty (Fall Hire) submitted to President Tenure recommendations Faculty (Fall Hires) submitted to President
Apr 8 (Fri)	Dean meets with Chair to review "360" evaluation results
Apr 11 (Mon)	Last day to withdraw from a class to receive a grade of "W"
Apr 11 (Mon)	Fall registration begins for continuing and new degree students
Apr 11 (Mon)	Chairs submit three-year faculty evaluation packets to Deans
Apr 15 (Fri)	Faculty (Spring Hire) requesting promotion submits letter to Chair/Dean
TBA	Professional Development Day No day classes (8 am - 3 pm) -- Evening classes will be held (4-10 pm)
Apr 18 (Mon)	Deans forward three-year faculty evaluation portfolios to VPAA
Apr 23 – 24 (Sat, Sun)	Easter Recess (no classes)
April 29 (Fri)	Deans e-mails URL's to Chairs for Faculty (Spring Hire) eligible for Tenure
April 29 (Fri)	VPAA forwards three-year faculty evaluation portfolios to President
May 2 (Mon)	Fall registration begins for continuing and new non-degree students
May 6 (Fri)	Last day of classes
May 9 (Mon)	Reading Day
May 9 – 15 (Mon – Sun)	Last week of weekend and evening classes
May 10 – 13 (Tue – Fri)	Final examinations for day classes

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May 10 (Tue)	Promotions Announced for Fall Hires
May 16 (Mon)	Make-up day for finals
May 18 (Wed)	Grades Due by faculty no later than NOON (**May be entered prior to specified date**)
May 20 (Fri)	Commencement