

Departmental Calendar *Checklist*

Faculty/Staff Deadlines & Events

SUMMER	<ul style="list-style-type: none"> • Summer degree conferral • Faculty & Staff Convocation • Heart of Campus conference • Summer salary submission deadlines 	<ul style="list-style-type: none"> • Final exam dates for each summer session • Final Grading deadlines • Paid holidays and appreciation days • Thesis/Dissertation defense & submission deadlines
FALL	<ul style="list-style-type: none"> • Fall session add/drop, advising, & withdrawal periods • Final Grading deadlines • New Faculty Orientation • Spring '24 admission deadlines • Homecoming 	<ul style="list-style-type: none"> • A&S Faculty Grants Fund application deadline • Scheduling deadlines - next summer and spring • Spring registration deadlines • Semester Research Funding deadlines for student advisees
SPRING	<ul style="list-style-type: none"> • End of Fiscal Year deadlines - Chrome River travel, professorship and start-up fund purchases • First day, last day, reading periods, & exam dates for UG and Grad • Summer & fall registration deadlines • Commencement - May 	<ul style="list-style-type: none"> • Charles Center Summer Research Grants - deadlines for student advisees • Open enrollment period for health benefits • Final Grading deadlines • Spring session add/drop, advising, & withdrawal periods
ONGOING	<ul style="list-style-type: none"> • Faculty Appointment Form (FAF) deadlines • Faculty grant fund spending deadlines (different for each PI) 	<ul style="list-style-type: none"> • Bimonthly time entry and approval deadlines • New employee orientations

LINKS TO W&M CALENDARS

- [FY Year End Closing](#) - Financial Operations
- [Undergraduate Admission deadlines](#)
- [Academic & Exam Calendars](#) - University Registrar
- [Faculty & Staff Holiday Schedule](#) - Provost
- [A&S Graduate Studies](#) page - Admission Deadlines
- A&S Graduate Studies - [Thesis/Dissertation Deadlines](#)
- [Scheduling Timeline](#) - Academic Scheduling Office
- [Final Grading Deadlines](#) - University Registrar
- [A&S Faculty Grants Fund](#) - Resources for Faculty
- Charles Center [student research grant deadlines](#)

OTHER EVENTS

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Events specific to your department: colloquiums, conferences, presentations, etc.