



OPERATIONAL CALENDARS 2017 - 2018



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<http://www.duq.edu/academics/academic-calendar>

The Administrative Calendar: 2017 - 2018

July 1	Fiscal Year Begins
July 5	Undergraduate and graduate catalogs are available online.
July 14	Second proof <i>Schedule of Classes</i> for Spring 2018 is submitted by the Deans to the University Registrar.
August 21	Fall classes begin
September 1	Annual reports from all areas due in the appropriate Vice President's office.
October 2	<p>Future Academic Calendars based on a two-year period should be presented to the Academic Council by the University Registrar. At this stage, the calendar should need only minimal alteration. The Academic Calendar should be approved at the next regularly scheduled meeting and sent to the President for approval.</p> <p>Faculty requests for:</p> <ul style="list-style-type: none">a. promotionb. tenurec. leaves of absenced. post-retirement employment, ande. reappointment of full-time faculty in their third year with data should be submitted to the Dean/Chair.
October 6	Fall Enrollment Report distributed by Institutional Research.
October 16	Requests for Sabbatical Leaves for Fall 2018 and Spring 2019 must be submitted by the faculty to the appropriate departmental chairpersons and Deans. Financial support is to be considered in preparing the next fiscal budget.
October 16	Spring semester <i>Schedule of Classes</i> is available online.

November 3	Deadline to submit nominations for speakers at the Baccalaureate Mass and Commencement Ceremonies to the Public Honors and Events Committee.
November 15	<p>Recommendations with full data for</p> <ul style="list-style-type: none">a. promotionb. tenurec. leaves of absenced. post-retirement employment, ande. reappointment of full-time faculty in their third year <p>should be submitted to the Provost by the Deans.</p> <p>The Provost and Academic Vice President transmits the requests and data for promotion, tenure, and reappointment of full-time faculty in their third year to the University Promotion and Tenure Committee.</p> <p>Recommendations for Sabbatical Leaves with data and recommendations must be submitted by the Deans to the Provost.</p>
December 4	<p>The Provost and Academic Vice President announces the approved sabbatical leaves and the faculty members are notified.</p> <p>Proposed <i>Schedule of Classes</i> for Fall 2018 is submitted by the Deans to the University Registrar.</p> <p>Submission of the names of candidates for honorary degrees should be submitted to the Provost and Academic Vice President for presentation to the Public Honors and Events Committee.</p> <p>Official Graduation Date Commencement</p>
January 10	Spring classes begin
February 5	<p>Recommendations for</p> <ul style="list-style-type: none">a. promotionb. tenurec. reappointment of full-time faculty in their third year <p>received from the Promotion and Tenure Committee along with recommendations for leaves of absence and post-retirement employment received from the Deans are submitted by the Provost and Academic Vice President to the</p>

	President. The Provost will inform the Deans of the President's action when all decisions have been made.
February 5	Publicity and schedule on the Summer Session ready for distribution. Advertisements, brochures, etc. will be mailed to various publics at strategic periods from mid-February until summer sessions begin. Submission of the names of candidates for honorary degrees should be submitted to the Provost and Academic Vice President for presentation to the Public Honors and Events Committee.
February 21	Spring Enrollment Report distributed by Institutional Research.
March 19	Fall semester <i>Schedule of Classes</i> is available online.
May 11	Official Graduation Date University Commencement
May 12	Diploma Ceremonies
June 1	Faculty seeking tenure and/or promotion to the rank of Associate Professor or Professor are to submit publications to the Dean for evaluation by external reviewers. Candidates for tenure or promotion to Associate Professor or Professor should provide copies of publications for external review to the Department Chair or Dean.
June 5	Dates for final requisitions, encumbrances, purchase orders, etc. should be announced by the Vice President for Management and Business.
June 30	Fiscal Year Ends

**UNIVERSITY EVENTS MASTER CALENDAR
2017-2018**

JULY 2017

Tuesday, July 11 - Friday, July 14	<i>F.A.S.T.</i> Various Campus Locations
Thursday, July 20	<i>Reception for the Board of Directors</i> Shepperson Suite, Power Center
Friday, July 21	<i>Special Meeting of the Board of Directors</i> Dougherty Ballroom, Power Center
Thursday, July 27	<i>Rangos Birthday Celebration/Dedication</i> 1 st Floor, Rangos Health Sciences Building 5:00 p.m. <i>Spiritan Division Awards Ceremony</i> Union Ballroom 7:00 p.m.

AUGUST 2017

Wednesday, August 2	<i>Transfer Preview Day</i> Dougherty Ballroom, Power Center
Friday, August 4	<i>SMBA Commencement Ceremony</i> Dougherty Ballroom, Power Center 1:30 p.m. <i>School of Nursing 2nd Degree Graduation</i> Union Ballroom 2:00 p.m.
Thursday, August 10	<i>Fall International Orientation</i> Dougherty Ballroom, Power Center 8:00 a.m. – 4:30 p.m.
Friday, August 11	<i>Speech Language Pathology Graduation Reception</i> Dougherty Ballroom, Power Center 3:00 – 5:30 p.m. <i>Rangos School of Health Sciences Commencement</i> A.J. Palumbo Center 6:30 p.m.
Tuesday, August 16	<i>Freshman Move-In</i> 9:00 a.m. – 9:00 p.m.

Wednesday, August 17 - Saturday, August 21	<i>Freshman Orientation Program</i> Entire Union and Classrooms
Wednesday, August 17	<i>Alumni Legacy Breakfast</i> Dougherty Ballroom, Power Center 8:30 – 10:30 a.m.
	<i>Matriculation Ceremony</i> A.J. Palumbo Center 2:45 p.m. – 4:00 p.m.
	<i>Parent Dinner</i> Union Ballroom 5:30 p.m.
Saturday, August 19 - Sunday, August 20	<i>Upperclassmen Move-In</i>
Sunday, August 20	<i>Mass of the Holy Spirit</i> A.J. Palumbo Center 11:00 a.m.
	<i>School of Pharmacy White Coat Ceremony</i> A.J. Palumbo Center 6:00 p.m. – 8:30 p.m.
Monday, August 21	<i>Fall Semester Classes Begin</i>
Friday, August 25	<i>School of Nursing White Coat Ceremony</i> Union Ballroom 5:00 p.m.
Thursday, August 30 – Friday, August 31	<i>Student Organization and DUV Expo</i> Academic Walk

SEPTEMBER 2017

Monday, September 4	<i>Labor Day</i> No Classes/Offices Closed
Wednesday, September 6 & Thursday, September 7	<i>Meet the Greeks</i> Union Ballroom 8:00 p.m.
Thursday, September 7	<i>Faculty Awards Ceremony</i> Dougherty Ballroom, Power Center 3:00 – 5:00 p.m.

Wednesday, September 13	<i>Job Fair</i> A.J. Palumbo Center 9:00 a.m. – 5:00 p.m.
Sunday, September 17	<i>Admissions Fall Open House</i> Various Campus Locations
Monday, September 18	<i>Greek Life Bid Night</i> Union Ballroom 8:00 – 11:00 p.m.
Wednesday, September 20	<i>Duquesne Night at PNC Park</i> PNC Park
Saturday, September 23	<i>Fr. Hogan's 50th Anniversary Celebration</i> Union Ballroom 6:30 p.m.
Tuesday, September 26	<i>25-Year Dinner</i> Africa Room 5:00 – 8:00 p.m.
Wednesday, September 27 - Friday, September 28	<i>Integrity of Creation Conference</i> Dougherty Ballroom, Power Center
Saturday, September 30	<i>Dukes Football Game (Wesleyan)</i> Rooney Field 12:00 noon

OCTOBER 2017

Thursday, October 5	<i>Holy Spirit Colloquium Lecture</i> Dougherty Ballroom, Power Center 7:00 p.m.
Friday, October 6 – Sunday, October 8	<i>Homecoming Week-end</i>
Friday, October 6	<i>President's Dinner (Century Club)</i> Dougherty Ballroom, Power Center 6:00 p.m.
Saturday, October 7	<i>Dukes Football Game (Wagner)</i> Rooney Field 1:00 p.m.
Friday, October 13	<i>Board of Directors Meeting</i> Dougherty Ballroom, Power Center

	2:00 p.m.
Saturday, October 14	<i>Dukes Football Game (Robert Morris)</i> Rooney Field TBD
Friday, October 20	<i>Law Alumni Reunion Dinner</i> Dougherty Ballroom, Power Center 5:00 – 9:00 p.m.
	<i>Carnival</i> Union Ballroom
Saturday, October 21 – Sunday, October 22	<i>Family Weekeend</i> Various Locations
Saturday, October 21	<i>Dukes Football Game (St. Francis)</i> Rooney Field 7:00 p.m.
Thursday, October 26 – Friday, October 27	<i>McGinley Symposium</i> Dougherty Ballroom, Power Center

NOVEMBER 2017

Wednesday, November 1	<i>Holy Day: All Saints Day</i> No Classes/Offices Closed
Saturday, November 11	<i>Veterans Day Breakfast</i> Union Ballroom 7:30 a.m.
	<i>Dukes Football Game (Central Connecticut)</i> Rooney Field 12:00 noon
	<i>White Rose Ball</i> Union Ballroom 5:00 – 10:00 p.m.
Monday, November 20 - Sunday, November 26	<i>Students' Thanksgiving Break</i> No Classes
Thursday, November 23 - Friday, November 24	<i>Thanksgiving Break</i> Offices Closed
Monday, November 27 - Thursday, November 30	<i>Fair Trade Week</i> Union Atrium

Wednesday, November 29 *Night of Lights*
 Perron, Academic Walk, Mellon Hall Patio, Union Ballroom
 5:00 p.m. – 8:00 p.m.

DECEMBER 2018

Friday, December 1 *City Game*
 PPG Paints Arena
 8:00 p.m.

Saturday, December 2 *Office of Residence Life Breakfast with Santa*
 Union Ballroom
 10:00 a.m.

Sunday, December 3 *ODK Induction*
Mass/Ceremony: University Chapel
 11:00 a.m. – 12:00 noon
Luncheon: Union Ballroom
 12:00 noon – 2:00 p.m.

Thursday, December 7 *Duquesne Society Christmas Cocktail Party*
 Dougherty Ballroom, Power Center
 6:00 p.m. – 9:00 p.m.

Thursday, December 7 - *Final Exams*
 Wednesday, December 15

Friday, December 15 *Winter Commencement Baccalaureate Mass*
 University Chapel
 9:00 a.m.

Winter Commencement Ceremony
 A.J. Palumbo Center
 11:00 a.m.

Tuesday, December 19 *Transfer Preview Day*
 Dougherty Ballroom, Power Center
 9:00 a.m.

Thursday, December 21 *Staff Awards/Christmas Reception*
 Union Ballroom
 12:00 noon

Friday, December 22 - *Christmas Break*
 Monday, January 1, 2018 No Classes/Offices Closed

JANUARY 2018

Tuesday, January 9	<i>Spring Orientation</i> Dougherty Ballroom, Power Center 12:00 noon
Wednesday, January 10	<i>Spring Semester Classes Begin</i>
Monday, January 15	<i>Martin Luther King, Jr. Day</i> No Classes/Offices Closed
Wednesday, January 17 - Thursday, January 18	<i>Meet the Sororities and Fraternities</i> Union Ballroom 12:00 noon – 4:00 p.m.
Sunday, January 28	<i>Sorority Bid Night</i> Union Ballroom 8:00 p.m. – 11:00 p.m.
Sunday, January 28 – Friday, February 2	<i>Founders Week</i> Various Locations

FEBRUARY 2018

Wednesday, February 7	<i>Director's Circle</i> Union Ballroom 4:00 – 6:00 p.m.
Friday, February 9	<i>Board of Directors Meeting</i> Dougherty Ballroom, Power Center 2:00 p.m. – 5:00 p.m.
Saturday, February 10	<i>Valentine's Day Ball</i> Union Ballroom 6:00 p.m.
Sunday, February 11	<i>Spiritan Division Preview Day</i> Dougherty Ballroom, Power Center 10:30 a.m.
Wednesday, February 14	<i>Ash Wednesday</i> <i>Spring Job Fair</i> Union Ballroom 10:00 a.m. – 3:00 p.m.
Saturday, February 17	<i>BSNES Preview Day</i> Union and Dougherty Ballrooms 8:00 a.m. – 4:00 p.m.

Sunday, February 18	<i>Pharmacy Preview Day</i> Union and Dougherty Ballrooms 8:00 a.m. – 4:00 p.m.
Thursday, February 22	<i>Big Man on Campus</i> Union Ballroom 9:00 – 11:00 p.m.
Saturday, February 24	<i>Liberal Arts Preview Day</i> Union Ballroom 8:00 a.m. – 1:00 p.m.
	<i>School of Nursing Preview Day</i> Dougherty Ballroom, Power Center 8:00 a.m. – 2:00 p.m.
	<i>Monte Carlo Night</i> Union Ballroom 8:00 p.m. – 11:00 p.m.
Sunday, February 25	<i>School of Education Preview Day</i> Union Ballroom 8:00 a.m. – 2:00 p.m.

MARCH 2018

Monday, March 5 - Saturday, March 10	<i>Spring Break</i> No Classes
Wednesday, March 14	<i>Kickoff to Graduation</i> Africa Room 11:00 a.m – 4:00 p.m.
Saturday, March 18	<i>School of Business Preview Day</i> Dougherty Ballroom, Power Center 8:00 a.m. – 12:00 noon
Thursday, March 22	<i>ISO Night</i> Union Ballroom
Saturday, March 24	<i>Biomedical Engineering Preview Day</i> Africa Room 8:00 a.m. – 11:00 a.m.
	<i>Senior Celebration</i> <i>Mass</i> – Dougherty Ballroom, Power Center: 4:00 p.m. <i>Dean' Receptions</i> – Various Locations: 5:00 p.m. <i>Dinner</i> – Union Ballroom: 6:00 p.m.
Sunday, March 25	<i>Rangos School of Health Sciences Preview Day</i>

Union and Dougherty Ballrooms
8:30 a.m. – 2:30 p.m.

Alumni Easter Egg Hunt
Mellon Lawn
9:00 a.m. – 1:00 p.m.

Thursday, March 29

Holy Thursday – No Classes/Offices Closed

Friday, March 30

Good Friday – No Classes/Offices Closed

APRIL 2018

Sunday, April 1

Easter Sunday

Monday, April 2

Easter Monday
No Classes/Offices-Open

Sunday April 8 -
Saturday, April 14

Greek Week

Saturday, April 14

Spring Cleanup
Mellon Patio
9:00 a.m. – 1:00 p.m.

Wednesday, April 18

Benefits Fair
Dougherty Ballroom, Power Center
10:00 a.m. – 2:00 p.m.

Friday, April 28

Spirit of Diversity Dinner
Dougherty Ballroom (Power Center)
5:00 p.m.

Sunday, April 22

Women's Guild Spring Luncheon
Union Ballroom
11:00 a.m.

Wednesday, April 25

SOLSA Awards
Union Ballroom
5:00 – 8:00 p.m.

Thursday, April 26

President's Scholarship Dinner
William Penn Hotel
6:00 p.m.

MAY 2018

Wednesday, May 2 - Tuesday, May 8	<i>Final Exams</i>
Wednesday, May 9	<i>Becoming the Tradition</i> Power Center 5:00 – 7:00 p.m.
Thursday, May 10	<i>English Festival</i> Various Locations 8:00 a.m. – 1:00 p.m. <i>SGA Awards</i> TBD 5:00 – 9:00 p.m.
Friday, May 11	<i>Baccalaureate Mass</i> A.J. Palumbo Center 12:00 Noon <i>Commencement</i> A.J. Palumbo Center 2:00 p.m. <i>Liberal Arts Diploma Recognition Ceremony</i> A.J. Palumbo Center 6:00 p.m.
Saturday, May 12	<i>Diploma Recognition Ceremonies</i> A.J. Palumbo Center and Union Ballroom
Monday, May 14	<i>Summer Session Classes Begin</i>
Thursday, May 17	<i>Dinner for the Board of Directors</i> Dougherty Ballroom, Power Center 6:00 p.m.
Friday, May 18	<i>Board of Directors Meeting</i> Dougherty Ballroom, Power Center 2:00 p.m. – 5:00 p.m.
Saturday, May 19	<i>Pharmacy Commencement</i> A.J. Palumbo Center 10:30 a.m.
Sunday, May 27	<i>Law School Commencement</i> A.J. Palumbo Center 11:00 a.m.
Monday, May 28	<i>Memorial Day</i> No Classes/Offices Closed

JUNE 2018

Friday, June 1 *Duquesne Society Cocktail Reception*
Administration Building Courtyard
6:00 p.m. – 8:00 p.m.

Sunday, June 10 *Duquesne Fest*
Various Campus Locations