



OPERATIONAL CALENDARS 2018 - 2019



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Calendars for the following Academic semesters may be found at the link below:

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

The Administrative Calendar: 2018 - 2019

July 1	Fiscal Year Begins
July 2	Undergraduate and graduate catalogs are available online.
July 13	Second proof <i>Schedule of Classes</i> for Spring 2019 is submitted by the Deans to the University Registrar.
August 27	Fall classes begin
September 1	Annual reports from all areas due in the appropriate Vice President's office. Faculty requests for: a. promotion b. tenure c. leaves of absence d. post-retirement employment, and e. reappointment of full-time faculty in their third year with data should be submitted to the Dean/Chair.
September 15	Requests for Sabbatical Leaves for Fall 2019 and Spring 2020 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 6	Fall Enrollment Report distributed by Institutional Research.
October 15	Spring semester <i>Schedule of Classes</i> is available online. Recommendations for Sabbatical Leaves with data and recommendations must be submitted by the Deans to the Provost.
November 3	Deadline to submit nominations for speakers at the Baccalaureate Mass and Commencement Ceremonies to the Public Honors and Events Committee.
November 15	Recommendations with full data for a. promotion b. tenure

- c. leaves of absence
- d. post-retirement employment, and
- e. reappointment of full-time faculty in their third year

should be submitted to the Provost by the Deans.

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.

The Provost and Academic Vice President announces the approved sabbatical leaves and the faculty members are notified.

November 30	Proposed <i>Schedule of Classes</i> for Fall 2019 is submitted by the Deans to the University Registrar.
December 4	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.
December 21	Official Graduation Date Commencement
January 10	Spring classes begin
February 1	Recommendations for <ul style="list-style-type: none">a. promotionb. tenurec. reappointment of full-time faculty in their third year 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 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.

Duquesne University: The Operational Calendars

	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 18	Fall semester <i>Schedule of Classes</i> is available online.
May 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.
May 10	Official Graduation Date University Commencement
May 11	Diploma Ceremonies
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
2018-2019**

JULY 2018

Tuesday, July 10 - Friday, July 13	<i>F.A.S.T.</i> Various Campus Locations
Thursday, July 26	<i>Spiritan Division Awards Ceremony</i> Union Ballroom 7:00 p.m.

AUGUST 2018

Wednesday, August 1	<i>Transfer Preview Day</i> Dougherty Ballroom, Power Center
Friday, August 3	<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.
Friday, August 10	<i>PT Graduation Ceremony</i> Africa Room 1:00 – 2:30 p.m. <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.
Friday, August 17	<i>Fall International Orientation</i> Dougherty Ballroom, Power Center 8:00 a.m. – 4:30 p.m.
Tuesday, August 21	<i>Freshman Move-In</i> 9:00 a.m. – 9:00 p.m.
Wednesday, August 22 - Saturday, August 25	<i>Freshman Orientation Program</i> Entire Union and Classrooms
Wednesday, August 22	<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.
Wednesday, August 22	<i>Parent Dinner</i> Union Ballroom 5:30 p.m.
Saturday, August 25 - Sunday, August 26	<i>Upperclassmen Move-In</i>
Sunday, August 26	<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 27	<i>Fall Semester Classes Begin</i>
Thursday, August 30	<i>Pharmacy Career Fair</i> Dougherty Ballroom, Power Center 4:00 – 6:00 p.m.

SEPTEMBER 2018

Saturday, September 1	<i>Dukes Football Game (Lock Haven)</i> Rooney Field
Monday, September 3	<i>Labor Day</i> No Classes/Offices Closed
Wednesday, September 5 – Thursday, September 6	<i>Student Organization and DUV Expo</i> Academic Walk
Friday, September 7	<i>School of Nursing White Coat Ceremony</i> Union Ballroom 5:00 p.m.
Saturday, September 8	<i>Dukes Football Game (Valparaiso)</i> Rooney Field

Wednesday, September 12 & Thursday, September 13	<i>Meet the Greeks</i> Union Ballroom 8:00 p.m.
Saturday, September 15	<i>Dukes Football Game (Dayton)</i> Rooney Field
Sunday, September 16	<i>Admissions Fall Open House</i> Various Campus Locations
Wednesday, September 19	<i>Fall Career Expo</i> A.J. Palumbo Center 10:00 a.m. – 3:00 p.m.
Monday, September 24	<i>Sorority Bid Night</i> Union Ballroom 8:00 – 11:00 p.m.
Tuesday, September 25 - Wednesday, September 26	<i>Integrity of Creation Conference</i> Dougherty Ballroom, Power Center
Thursday, September 27	<i>Faculty Awards Ceremony</i> Dougherty Ballroom, Power Center 3:00 – 5:00 p.m.

OCTOBER 2018

Friday, October 5 – Sunday, October 7	<i>Homecoming Week-end</i>
Friday, October 5	<i>President’s Dinner (Century Club)</i> Dougherty Ballroom, Power Center 6:00 p.m.
Saturday, October 7	<i>Dukes Football Game (Bryant University)</i> Rooney Field
Friday, October 12	<i>Board of Directors Meeting</i> Dougherty Ballroom, Power Center 2:00 p.m.
Saturday, October 13	<i>Dukes Football Game (Robert Morris)</i> Rooney Field
Friday, October 19	<i>Law Alumni Reunion Dinner</i> Dougherty Ballroom, Power Center 5:00 – 9:00 p.m.

Saturday, October 20 – Sunday, October 21	<i>Family Weekend</i> Various Locations
Sunday, October 21 – Monday, October 22	<i>First Amendment Conference</i> Power Center and Union Ballroom
Tuesday, October 23	<i>Holy Spirit Colloquium Lecture</i> Dougherty Ballroom, Power Center 7:00 p.m.
Thursday, October 25 – Friday, October 26	<i>McGinley Symposium</i> Dougherty Ballroom, Power Center

NOVEMBER 2018

Thursday, November 1	<i>Holy Day: All Saints Day</i> No Classes/Offices Closed
Saturday, November 10	<i>Veterans Day Breakfast</i> Union Ballroom 7:30 a.m.
	<i>Dukes Football Game (Sacred Heart)</i> Rooney Field
	<i>White Rose Ball</i> Union Ballroom 6:00 – 9:00 p.m.
Monday, November 19 - Sunday, November 25	<i>Students' Thanksgiving Break</i> No Classes
Wednesday, November 23 - Friday, November 25	<i>Thanksgiving Break</i> Offices Closed
Monday, November 26 - Thursday, November 29	<i>Fair Trade Week</i> Union Atrium
Friday, November 30	<i>City Game</i> PPG Paints Arena 8:00 p.m.

DECEMBER 2018

Saturday, December 1	<i>Office of Residence Life Breakfast with Santa</i> Union Ballroom 10:00 a.m.
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Sunday, December 2	<i>ODK Induction</i> <i>Mass/Ceremony:</i> University Chapel 11:00 a.m. – 12:00 noon <i>Luncheon:</i> Union Ballroom 12:00 noon – 2:00 p.m.
Wednesday, December 5	<i>Night of Lights</i> Perron, Academic Walk, Mellon Hall Patio, Union Ballroom 5:00 p.m. – 8:00 p.m.
Saturday, December 8	<i>Alumni Breakfast with Santa</i> Union Ballroom 8:30 a.m.
Thursday, December 13 - Wednesday, December 19	<i>Final Exams</i>
Tuesday, December 18	<i>Transfer Preview Day</i> Dougherty Ballroom, Power Center 9:00 a.m.
Wednesday, December 19	<i>Becoming the Tradition Winter</i> Dougherty Ballroom, Power Center 5:00 – 7:00 p.m.
Thursday, December 20	<i>Staff Awards/Christmas Reception</i> Union Ballroom 12:00 noon
Friday, December 21	<i>Winter Commencement Baccalaureate Mass</i> University Chapel 9:00 a.m. <i>Winter Commencement Ceremony</i> A.J. Palumbo Center 11:00 a.m.
Monday, December 24 - Tuesday, January 1, 2019	<i>Christmas Break</i> No Classes/Offices Closed

JANUARY 2019

Wednesday, January 9	<i>Spring Orientation</i> Union Ballroom 9:00 a.m. – 3:00 p.m.
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Thursday, January 10	<i>Spring Semester Classes Begin</i>
Wednesday, January 16 - Thursday, January 17	<i>Meet the Sororities and Fraternities</i> Union Ballroom 8:00 – 11:00 p.m.
Monday, January 21	<i>Martin Luther King, Jr. Day</i> No Classes/Offices Closed
Sunday, January 27	<i>Sorority Bid Night</i> Union Ballroom 6:00 p.m. – 11:00 p.m.
Sunday, January 27 – Friday, January 31	<i>Founders Week</i> Various Locations

FEBRUARY 2019

Saturday, February 2	<i>Business Preview Day I</i> Dougherty Ballroom, Power Center 10:00 a.m. – 12:00 noon
Sunday, February 3	<i>Rangos School of Health Sciences Preview Day</i> Union and Dougherty Ballrooms 8:30 a.m. – 2:30 p.m.
Wednesday, February 6	<i>Director's Circle</i> Union Ballroom 4:00 – 6:00 p.m.
Friday, February 8	<i>Board of Directors Meeting</i> Dougherty Ballroom, Power Center 2:00 p.m. – 5:00 p.m.
Saturday, February 9	<i>Red Dress Gala</i> Union Ballroom
Sunday, February 10	<i>Spiritan Division Preview Day</i> Dougherty Ballroom, Power Center 10:30 a.m.
Wednesday, February 13	<i>Spring Job Fair</i> Union Ballroom 10:00 a.m. – 3:00 p.m.

Saturday, February 16	<i>BSNES Preview Day</i> Union and Dougherty Ballrooms 8:00 a.m. – 4:00 p.m.
Sunday, February 17	<i>Pharmacy Preview Day</i> Union and Dougherty Ballrooms 8:00 a.m. – 4:00 p.m.
Wednesday, February 20	<i>Big Man on Campus</i> Union Ballroom 9:00 – 11:00 p.m.
Saturday, February 23	<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>Biomedical Engineering Preview Day</i> Africa Room 8:00 p.m. – 11:00 p.m.
Sunday, February 24	<i>School of Education Preview Day</i> Union Ballroom 8:00 a.m. – 2:00 p.m.

MARCH 2019

Monday, March 4 - Saturday, March 9	<i>Spring Break</i> No Classes
Wednesday, March 6	<i>Ash Wednesday</i>
Wednesday, March 13	<i>Kickoff to Graduation</i> Africa Room 11:00 a.m. – 4:00 p.m.
Wednesday, March 13 - Thursday, March 14	<i>Residence Life Room Selection</i> Union Ballroom
Thursday, March 14 – Friday, March 15	<i>Graduate Research Symposium</i> Dougherty Ballroom, Power Center
Thursday, March 21	<i>ISO Night</i> Union Ballroom

Saturday, March 23 *School of Business Preview Day II*
 Dougherty Ballroom, Power Center
 8:00 a.m. – 12:00 noon

Monte Carlo Night
 Union Ballroom
 8:00 – 11:00 p.m.

Saturday, March 30 *Senior Celebration*
Mass – Dougherty Ballroom, Power Center: 4:00 p.m.
Dean’ Receptions – Various Locations: 5:00 p.m.
Dinner – Union Ballroom: 6:00 p.m.

APRIL 2019

Wednesday, April 3 *Undergraduate Research Symposium*
 Dougherty Ballroom, Power Center

Thursday, April 4 *Second Century Dinner and Alumni Awards*
 Dougherty Ballroom, Power Center
 6:00 p.m.

Thursday, April 11 *Celebration of Teaching Excellence*
 Dougherty Ballroom, Power Center
 3:30 – 5:30 p.m.

Friday, April 12 *Spirit of Diversity Dinner*
 Dougherty Ballroom, Power Center
 5:00 p.m.

Saturday, April 13 *Spring Cleanup*
 Mellon Patio
 9:00 a.m. – 1:00 p.m.

Sunday, April 14 *Alumni Easter Egg Hunt*
 Mellon Lawn
 9:00 a.m. – 1:00 p.m.

Wednesday, April 17 *Benefits Fair*
 Dougherty Ballroom, Power Center
 10:00 a.m. – 2:00 p.m.

Thursday, April 18 *Holy Thursday* – No Classes/Offices Closed
 Friday, April 19 *Good Friday* – No Classes/Offices Closed

Sunday, April 21 *Easter Sunday*

Monday, April 22	<i>Easter Monday</i> No Classes/Offices-Open
Wednesday, April 24	<i>SOLSA Awards</i> Union Ballroom 5:00 – 8:00 p.m.
Monday, April 29	<i>Donor Recognition Reception</i> Dougherty Ballroom, Power Center 5:00 – 7:00 p.m.

MAY 2019

Thursday, May 2 - Wednesday, May 8	<i>Final Exams</i>
Wednesday, May 8	<i>Becoming the Tradition</i> Union Ballroom 5:00 – 7:00 p.m.
Thursday, May 9	<i>English Festival</i> Various Locations 8:00 a.m. – 1:00 p.m.
Friday, May 10	<i>Commencement</i>
Monday, May 13	<i>Summer Session Classes Begin</i>
Thursday, May 16	<i>Dinner for the Board of Directors</i> Dougherty Ballroom, Power Center 6:00 p.m.
Friday, May 17	<i>Board of Directors Meeting</i> Dougherty Ballroom, Power Center 2:00 p.m. – 5:00 p.m.
Saturday, May 18	<i>Pharmacy Commencement</i>
Friday, May 24	<i>Law School Commencement</i>
Monday, May 27	<i>Memorial Day</i> No Classes/Offices Closed
Friday, May 31	<i>Duquesne Society Cocktail Reception</i> Dougherty Ballroom, Power Center 6:00 p.m. – 8:00 p.m.

JUNE 2019

Sunday, June 9

Duquesne Fest
Various Campus Locations