

Thomas College

Dual Enrollment Academic Calendar 2019-2020

We understand that high school calendars will not always align with the Thomas College Calendar. We ask that Liaisons communicate any issues with meeting deadlines/any discrepancies in calendar dates as soon as possible to Kelly Stevens so a solution can be determined as to not interrupt federal reporting responsibilities.

For Fall 2019 Courses

March 2, 2019	Memorandum of Understanding (MOU) due
April 24, 2019	Intended courses/course proposal form due; Instructor and course materials due <i>(List of intended Fall 2019 and Year-long dual enrollment courses using the intended courses/course proposal form; New instructor materials due; All syllabi due)</i> <i>(May extend to the high school's timeline for course schedule completion – please contact Kelly Stevens)</i>
May 21, 2019	Dual Enrollment 2019-2020 Orientation <i>(For all participating high schools)</i>
September 9, 2019	Student Dual Enrollment Applications and Course Rosters due for federal reporting <i>(Student lists as of September 9; may still add/drop students after this date)</i>
September 16, 2019	Last day to add/drop a course with no transcript record <i>(May extend to the high school's add/drop deadline – please contact Kelly Stevens)</i>
October 28- Nov. 1, 2019	Mid-Term (“Early”) Student Course Evaluations (for new instructors only)
November 4, 2019	Last day for student to drop Fall course with a grade record of “W”
January 6, 2020	Final Student Course Evaluation system opens <i>(Students should complete course evaluations during the last few weeks of the course. The system will remain open until February 3 or when grades are submitted)</i>
January 24, 2020	Final Grades for Fall 2019 courses due in Faculty Information System <i>(Please contact Kelly Stevens if an extension is needed)</i>

For Spring 2020 Courses

MOU and Dual Enrollment Orientation dates same as Fall 2019)

November 20, 2019	Intended courses/course proposal form due; Instructor and course materials due <i>(List of intended Spring 2020 dual enrollment courses using the intended courses/course proposal form; New instructor materials due; All syllabi due)</i> <i>(may extend to the high school's timeline for course schedule completion – please contact Kelly Stevens)</i>
January 20, 2020	Student Dual Enrollment Applications and Course Rosters due for federal reporting <i>(Student lists as of January 20; may still add/drop students after this date)</i>
January 27, 2020	Last day for student to drop spring course with no transcript record <i>(May extend to the high school's add/drop deadline – please contact Kelly Stevens)</i>
February 24-28, 2020	Mid-Term (“Early”) Student Course Evaluations (for new instructors only)
April 3, 2020	Last day for student to drop Spring course with a grade record of “W”
May 18, 2020	Final Student Course Evaluation system opens <i>(Students should complete course evaluations during the last 2 weeks of the course. The system will remain open until June 26 or when grades are submitted)</i>
June 21, 2020	Final Grades for Spring 2020 courses due in Faculty Information System <i>(Please contact Kelly Stevens if an extension is needed)</i>

For Year-long 2019-2020 Courses

MOU and Dual Enrollment Orientation Date same as Fall 2019)

September 9, 2019	Student Dual Enrollment Applications and Course Rosters due for federal reporting
September 16, 2019	Last day to add/drop a course with no transcript record <i>(May extend to the high school's add/drop deadline – please contact Kelly Stevens)</i>
October 21-25, 2019	Mid-Term (“Early”) Student Course Evaluations (for new instructors only)
January 24, 2020	Last day for student to drop a Year-long course with a grade record of “W”
May 18, 2020	Final Student Course Evaluation system opens <i>(Students should complete course evaluations during the last 2 weeks of the course. The system will remain open until June 26 or when grades are submitted)</i>
June 21, 2020	Final Grades for Year-long courses due in Faculty Information System <i>(Please contact Kelly Stevens if an extension is needed)</i>