

Academic Administrative Calendar 2019-2020

July 2019

- 4 Independence Day (observed) - offices closed & classes excused
- 10 Payday for hourly, non-benefited employees
- 16-19 Trustees' meeting out-of-town
- 24 Payday for hourly, non-benefited employees
- 29 Issuance of University Catalog
Departmental work copy from Office of the Registrar
- 31 Payday for salaried, benefited employees

August 2019

- 7 Payday for hourly, non-benefited employees
- 14 Trustees' Meeting (Conference Call)
- 16 Last day of Summer Session
- 21 Payday for hourly, non-benefited employees
- 21-23 College of Law – Incoming First Year Orientation
- 22 Summer 2019 final grades must be submitted online by noon
- 26 College of Law classes begin
- 27 Graduate Assistant Teaching & Learning Symposium & New Graduate Student Orientation
- 27 New Faculty reporting date
- 28-29 New Faculty and Academic Professional Orientation
- 30 Returning Faculty reporting date
- 30 Payday for salaried, benefited employees
- 30 Residence Halls open and check-in begins at 7:00 a.m.

September 2019

- 2 Labor Day – offices closed & classes excused
- 3 Begin Academic Year office hours 8:00 a.m.-5:00 p.m.
- 4 Classes begin; late registration and add/drop period begins
- 4 Payday for hourly, non-benefited employees
- 5 Only for courses meeting first half of the semester – last day to add, change sections, or change grading options
- 9 Faculty Senate Meeting
- 9 Last day to add, change sections, or change grading options in semester courses - strictly enforced
- 9 Only for courses meeting first half of the semester – last day to drop
- 11-13 Trustees' Meeting (Laramie)
- 13 Last day to drop semester courses - strictly enforced

- 13 Last day to make changes to health insurance selection
- 13 Spring 2020 Class Schedule first draft to be loaded to Banner by departments
- 13 Call for sabbatical nominations
- 13-14 Ag Appreciation Weekend
- 14 Campus Pass
- 16 Deans' Retreat
- 18 Department Heads' Workshop
- 18 Payday for hourly, non-benefited employees
- 20 Tuition/Fees due - strictly enforced
- 23 Faculty Senate Meeting
- 25 Department Heads' Workshop
- 27 Early Alert progress reports due via WyoRecords
- 27-29 UW Family Weekend
- 30 Only for courses meeting first half of the semester – last day to withdraw
- 30 Payday for salaried, benefited employees

October 2019

- 2 Department Heads' Workshop
- 2 Payday for hourly, non-benefited employees
- 4 Wyoming Articulation Summit
- 4-5 Impact Event for High Achievers
- 7 Faculty Senate Meeting
- 11 Spring 2020 Class Schedule final draft due in the Office of the Registrar
- 14 Issuance of summer 2020 Bulletin
Departmental Work Copy from Registrar's Office
- 16 Trustees' Meeting (Conference Call)
- 16 Payday for hourly, non-benefited employees
- 18 A&S Keith & Thyra Thomson Honors Convocation
- 19 Homecoming football game and parade
- 21 Faculty Senate Meeting
- 25 Mid-semester
- 25 Spring 2020 Class Schedule posted – changes to .pdf cease
- 25 2020-2021 University Catalog Copy "First Draft" Due in the Office of the Registrar
- 28 Call for faculty award nominations
- 28 First day of second half block
- 29 Only for courses meeting second half of the semester – last day to add, change sections, or change grading options
- 30 Mid-semester grades must be loaded online (by noon)
- 30 Payday for hourly, non-benefited employees
- 31 Only for courses meeting second half of the semester – last day to drop

31 Payday for salaried, benefited employees

Jan 1 New Year's Eve Holiday- offices closed

November 2019

1 Sabbatical leave recommendations due in Academic Affairs
4 Faculty Senate Meeting
4 Issuance of fall 2020 Class Schedule
Departmental Work Copy from Registrar's Office
9 Showcase Saturday
11 Advising period for spring 2020 begins
13 Registration for spring 2020 begins for continuing students
13 College of Law registration begins for spring 2020
13 Payday for hourly, non-benefited employees
13-15 Trustees' Meeting (Laramie)
18 Faculty Senate Meeting
20 Last day to withdraw from individual semester courses
26 College of Law last day of classes
27 Summer 2020 Bulletin first draft to be loaded to Banner by departments
27 Payday for hourly, non-benefited employees
27-29 Thanksgiving Break – Classes Excused
28-29 Thanksgiving Break – Offices Closed
29 Payday for salaried, benefited employees

December 2019

2 Last day to work with Dean of Students office to leave all UW classes in fall 2019 and receive a grade of "W" for each class
2 Faculty Senate Meeting
4-13 College of Law – final exams
9 Only for courses meeting second half of the semester – last day to withdraw
9 Registration for spring 2020 for new or enrolling students begins
13 Last day of classes
11 Payday for hourly, non-benefited employees
11 Trustees' Meeting (Conference Call)
13 Summer 2020 Bulletin preview available online
14 Commencement
16 2020-21 University Catalog "Final Draft" issued to departments
16-20 Finals Week
20 Payday for salaried, benefited employees
22 Residence Halls Close (12:00 p.m.)
Dec 23-
Jan 24 Winter Term
24 Payday for hourly, non-benefited employees
24-25 Christmas Holiday – Offices Closed
26-30 Winter Closure - Offices Closed
Dec 31-

January 2020

1 New Year's Holiday – Offices Closed
6 Final grades must be loaded online (by 12:00 p.m.)
8 Payday for hourly, non-benefited employees
10 Summer 2020 Bulletin final draft due in Office of the Registrar
13 Call for Flittie sabbatical nominations
17 Summer 2020 Bulletin posted – changes to .pdf cease
20 Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused
21 College of Law classes begin
22 Payday for hourly, non-benefited employees
22-24 Trustees' Meeting (Laramie)
Dec 23-
Jan 24 Winter Term
24 Last day to add, late register, change grading options for College of Law courses
24 Forward all first-year reappointment packets to college deans
24 Residence Halls Open (7:00 a.m.)
27 Faculty Senate Meeting
27 Classes begin; late registration and drop/add begins
28 Only for courses meeting first half of the semester – last day to add, change sections, or change grading options
30 Last day to add, late register, change sections, change grading options for semester courses - strictly enforced
30 Last day to drop College of Law semester courses
31 Faculty award nominations due to Academic Affairs
31 Trustees' Scholars Award Interviews
31 Payday for salaried, benefited employees

February 2020

3 Forward all non-first year cases to the Dean's office (A&S has earlier deadlines for some of these cases)
3 Forward all first-year reappointment packets to Academic Affairs
5 Payday for hourly, non-benefited employees
5 Last day to make changes to health insurance selection
5 Last day to drop for semester courses (and receive full refund) – strictly enforced
7 Fall 2020 Class Schedule first draft to be loaded to Banner by departments
7 Trustees' Scholars Award Interviews
10 Faculty Senate Meeting

- 14 Tuition/Fees due, strictly enforced
- 19 Trustees' Meeting (Conference Call)
- 19 Payday for hourly, non-benefited employees
- 21 Graduate Education faculty & student awards nominations due in Academic Affairs by 5:00 p.m.
- 21 Early Alert progress reports due via WyoRecords
- 24 Faculty Senate Meeting
- 24 Last day to withdraw from first-half block courses
- 24 Forward all non-first year cases to Academic Affairs
- 28 Payday for salaried, benefited employees

March 2020

- 1 Registration for summer 2020 courses begins
- 4 Payday for hourly, non-benefited employees
- 6 Fall 2020 Class Schedule final draft due
- 6 Flittie sabbatical nominations due in Academic Affairs
- 9 Faculty Senate Meeting
- 13 Mid-semester
- 13 Fall 2020 Class Schedule Posted- changes to .pdf cease
- 16-20 Spring Break
- 18 Payday for hourly, non-benefited employees
- 20 2020-21 University Catalog "Final Draft" due back to the Office of the Registrar
- 23 Faculty Senate Meeting
- 23 First day of second half block
- 24 Only for courses meeting second half of the semester – last day to add, change sections, or change grading options
- 25 Mid-semester grades must be submitted online (by noon)
- 25-27 Trustees' Meeting (Laramie)
- 27 Admitted Student Day
- 26 Only for courses meeting second half of the semester – last day to drop
- 30 Advising period for fall 2020 begins
- 31 Payday for salaried, benefited employees

April 2020

- 1 Summer housing application period begins
- 1 Payday for hourly, non-benefited employees
- 6-8 University Reappointment, Tenure & Promotion Committee meetings
- 2 Registration for fall 2020 begins for continuing students
- 6* Issuance of spring 2020 Class Schedule Departmental Work Copy from Registrar's Office
- 6 Faculty Senate Meeting

- 10 Last day to withdraw from individual semester courses
- 10 Admitted Student Day
- 11 Discovery Day
- 15 Trustees' Meeting (Conference Call)
- 15 Payday for hourly, non-benefited employees
- 20 Faculty Senate Meeting
- 20 Only for courses meeting second half of the semester – last day to withdraw
- 20 Last day to work with Dean of Students office to leave all UW classes in spring 2020
- 24 Buchanan Lecture
- 24 Tobin/Spitaleri Recognition Luncheon
- 24 Phi Beta Kappa Initiation
- 25 Undergraduate Research Day
- 29 Payday for hourly, non-benefited employees
- 30 Payday for salaried, benefited employees

May 2020

- ** UW-Casper Celebration of Excellence
- 1 College of Law last day of classes
- 4 Faculty Senate Meeting
- 6-15 College of Law Final Exams
- 8 Last day of classes
- 11-15 Finals Week
- 13 Payday for hourly, non-benefited employees
- 13-15 Trustees' Meeting (Laramie)
- 16 Commencement
- 16 College of Law Commencement
- 16 Residence Halls close (12:00 p.m.)
- 18 Begin summer office hours – 7:30 a.m. – 4:30 p.m.
- 21 Spring 2020 Final Grades must be submitted online (by noon)
- 23 Last working day for Academic Year employees
- 25 Memorial Day – Offices Closed
- 26 Summer Session 2020 begins
- 27 Payday for hourly, non-benefited employees
- 29 Payday for salaried, benefited employees
- 29 2020-21 University Catalog published – changes to .pdf cease

June 2020

- 10 Payday for hourly, non-benefited employees
- 10 Trustees' Meeting (Conference Call)
- 24 Payday for hourly, non-benefited employees
- 30 Payday for salaried, benefited employees

* = Subject to change
 ** = Date not decided