

Academic Administrative Calendar 2024-2025

July 2024

4	Independence Day holiday - office closed; classes excused
17-19	Trustees' meeting

August 2024

9	Last day of Summer Session
14	College of Law - Incoming first year orientation
15	Summer 2024 final grades must be submitted online by noon
16	Saddle Up Begins: Residence halls open for freshman
16	Trustees' meeting (conference call)
19	College of Law classes begin
20	New Faculty reporting date
20	Fall Graduate Assistant reporting date
20-21	New Faculty orientation
22	Returning faculty reporting date
23-24	Residence Halls open for non-freshman
26	Begin Academic Year office hours (8 a.m. - 5 p.m.)
26	Classes begin (late registration, add/drop period begins)
28	Add, change sections, or change grading options for first 8-week courses
30	Add, change sections, or change grading options for the semester
30	Last day to drop 8-week courses

September 2024

9/1-12/1	Department and college reviews completed in accordance with college's internal deadline
2	Labor Day - office closed; classes excused
4	Last day to drop courses from the 16-week semester w/o penalty
4	Health Insurance selection deadline
7	Campus Pass
9	Faculty Senate meeting
15	All materials, including external reviews, must be complete and uploaded to case files in WyoFolio
17	Department Head meeting
18	Early Alert progress reporting opens in Navigate
23	Faculty Senate meeting
25-27	Trustees' meeting (Laramie)
28	Sabbatical leave recommendations due to Academic Affairs

October 2024

2	First half semester course withdrawal deadline
4	Spring 2025 class schedule posted
4	Early Alert progress report due via Navigate
4	Wyoming Articulation Summit (Remote)
7	Faculty Senate meeting
14	Advising period for Spring 2025 registration
15	Department Head meeting
16	Trustees' meeting (conference call)
18	Mid-semester - classes in session
21	Faculty Senate meeting
21	Summer 2025 class schedule open for departments to edits
21	College of Law - spring registration begins
21	First day of second half block (8-week courses)
23	Add, change sections, or change grading options deadline for second half semester courses
24	Mid-semester grades must be loaded online by noon
25	Second half semester course drop deadline

November 2024

1	Deadline to create, modify, or delete cours for AY 2025-26
7	Fall 2025 class schedule open to departments to edit
4	Faculty Senate meeting
8	Partially withdraw (from all but one course) from the Fall 2024 semester
8	Individual course withdrawal deadline
9	UW Showcase
18	Faculty Senate meeting
19	Department Head meeting
20-22	Trustees' meeting (Laramie)
22	All course withdrawal deadline for fall 2024
27	Second half semester course withdrawal deadline
27	Summer 2025 class schedule first draft due from departments
27-29	Classes excused
28-29	Thanksgiving Break - offices closed; classes excused

December 2024

1	Trustees' Scholars Award-UW admission application due
1	Cases to be considered by URTP Committee due to the Academic Affairs office
2	Faculty Senate meeting
2-11	College of Law - final exam period
4	Sabbatical status notification; Folks are notified to apply for Flittie Sabbatical Augmentation Award
6	Last day of classes
9-13	Finals week
11	Trustees' meeting (conference call)
14	Winter commencement
14	Resident Halls close for winter break at noon, winter break housing application available mid October (See ResLife webpage)
14-1/20	Student Winter Break
17	Department Head meeting
19	Final grades due online (by noon)
23	J-Term/Winter Term (12/23/24-1/17/25) Begins
24-25	Christmas holiday - offices closed
26-30	Winter closure - offices closed
31	New Year's Eve Holiday - offices closed

January 2025

1	New Year's holiday - offices closed
2	All employees return to work
2	Administrative and classified staff performance evaluations available in HCM
2	Academic Personnel annual reviews begin
2	Call for faculty award nominations
3	All mid-probationary, tenure, fixed-term rolling contract, and promotion reviews cases due to Academic Affairs
6	J-Term II (1/6/25-1/31/25) Begins
8	Summer 2025 class schedule reviewed by departments for final edits. Schedule closes for Final Error Checking
10	Flittie Sabbatical Augmentation Award applications due to Academic Affairs
17	All cases reviewed by Academic Affairs and the docket for URTP Committee is finalized
17	Summer 2025 class schedule published
18	Residence halls open (7 a.m.)
20	Martin Luther King, Jr./Wyoming Equality Day - offices closed; classes excused
21	Department Head meeting
21	Classes begin; late registration and drop/add begins
21	College of Law classes begin
22-24	Trustees' meeting (Laramie)

January 2025

23	Add, change sections, or change grading options deadline for first half semester courses
27	Add, late register, change sections, change grading options deadline for semester courses
27	First half semester course drop deadline
27	Faculty Senate meeting
30	Health insurance selection change deadline
30	Semester length course drop deadline (and receive full refund)
31	Trustees' Scholars Award Interview Day

February 2025

3	Flittie Sabbatical Augmentation Award applicants notified of award status
3-4	University Reappointment, Tenure & Promotion Committee meetings
3	Fall 2025 class schedule deadline to upload 1st round of class schedule
7	Trustees' Scholars Award Interview Day
10	Faculty Senate Meeting
12	Early Alert progress reports open via Navigate
12	Deadline to create, modify, or delete information in the 2025-26 Catalog
17	Fall 2025 class schedule draft due from departments.
17	Schedule closes for Final Error Checking
17	Semester break (no class)
18	Department Head meeting
19	Trustees' meeting (conference call)
21	Graduate Education faculty & student awards nominations due in Academic Affairs by 5 p.m.
24	Final Fall 2025 Course Edits Due
26	First-half block course withdrawal deadline

March 2025

1	2025-2026 University Catalog locked
1	2025-2026 University Catalog published
3	Call for Flittie House applications
3	Faculty award nominations due to Academic Affairs
3	Faculty Senate meeting
3	Fall 2025 class schedule opens to departments for checking room assignments & to make any desire changes
7	Early Alert progress reports due via Navigate
10	Fall 2026 class schedule open to new or re-enrolling students
14	Mid-semester - classes in session
17-21	Spring break
18	Department Head meeting
24	Registration opens for summer 2025 courses
24	Faculty Senate meeting
24	First day of second half block
24	Registration for fall 2025 begins for continuing students

March 2025

26	Add, change sections, or change grading options deadline for second half semester courses
26-28	Trustees' meeting (Laramie)
27	Mid-semester grades must be submitted online (by noon)
28	Second half semester course drop deadline
28	New Student Day
31	Administrative and classified staff performance evaluations due in HCM

April 2025

1	Flittie House nominations due to Academic Affairs
2	Individual semester course withdrawal deadline
7	Faculty Senate Meeting
4	New Student Day
12	Discovery Days
14	New Student Day
15	Department Head meeting
16	Trustee's meeting
TBD	Spring 2026 class schedule open to department edits
18	Semester Break (no class)
21	Faculty Senate Meeting
25	Second half semester course withdrawal deadline
25	Deadline to complete Spring 2025 all-school withdrawal
25	New Student Day
26	Undergraduate Research Day (tentative)
28	New Student Day
TBD	Buchanan Lecture

May 2025

TBD	Tobin/Spitaleri Recognition Luncheon
5	Faculty Senate Meeting
7-16	College of Law final exams
9	Last day of classes
12-16	Finals week
14-16	Trustees' meeting (Laramie)
17	Commencement
17	College of Law commencement
17	Residence Halls close (noon)
19	UW-Casper commencement
19	Begin summer office hours - 7:30 a.m. - 4:30 p.m.
20	Department Head meeting
22	Spring 2025 final grades must be submitted online (by noon)
22	Last working day for Academic Year employees
26	Memorial Day - offices closed
27	Summer Session 2025 begins

June 2025

18	Trustees' meeting (conference call)
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Contact the Testing Center for information regarding student test dates.
Campus Event Information can be found at www.uwyo.edu/calendar

