

<p style="text-align: center;">Academic Business Calendar - Fall 2018 View this electronically from your Gmail calendar account for the most up-to-date information. Search "Academic Business Calendar" or email aao@georgefox.edu for assistance. This calendar will be updated as new information becomes available.</p>			
Month/Date	Day	Subject	Location
Aug-Apr	Thursdays	10:50 – 11:40 a.m. are reserved for committee meetings	Newberg Campus
August			
13	Monday	6:30 p.m. – 9:00 p.m. New Adjunct Orientation – Portland	Portland Center PDS 155
14	Tuesday	6:30 p.m. – 9:00 p.m. New Adjunct Orientation – Newberg	Stevens 207
15	Wednesday	8:00 – 11:30 a.m. All Community Meeting	Canyon Commons
17	Friday	Summer Semester (full) Ends	
17	Friday	8:00 a.m. – 4:00 p.m. Faculty Conference	Canyon Commons
17	Friday	5:30 p.m. Faculty Family Potluck	Memorial Park, Newberg
21	Tuesday	12:00 – 5:00 p.m. New Faculty Orientation, Part 1	Stevens 209
22	Wednesday	8:00 a.m. – Noon New Faculty Orientation, Part 2	Stevens 209
23-25	Thurs-Sat	Welcome Weekend (Undergraduate New Student Orientation)	Various
26	Sunday	Final Summer (Full) Semester Grade Entry Deadline	
27	Monday	Fall Semester Classes Begin	
28	Tuesday	10:50 – 11:40 a.m. Academic Convocation	Bauman
28	Tuesday	11:40 a.m. – 1:15 p.m. Newberg All Employee Lunch	CCD 101-103
31	Friday	Last Day For Audit or Special Student Class Registration	
September			
1-15		All curricular proposals submitted to Assistant Registrar (Registrar's Office) and CAP Coach (IDEA Center) at least 2 weeks prior to 10/1 UGCC deadline.	
1	Saturday	Deadline for faculty to submit travel requests to AAO for 2017-18 fiscal year. Enter requests on this form.	Enter requests on this form.
2	Sunday	Last Day for Adding Classes Online (without instructor approval)	
3	Monday	Labor Day Holiday (except Newberg campus)	
5	Wednesday	4:00 – 5:15 p.m. Undergraduate Coordinating Council Meeting	Stevens 209
8	Saturday	Deadline for faculty to submit request for doctoral studies support to AAO. Enter requests on this form.	Enter requests on this form.
9	Sunday	Last Day to Change Registration (Add/Drop)	
9	Sunday	Last Day for Students to Submit Application for Degree (Fall Commencement Participation)	
11	Tuesday	Census Date	
11	Tuesday	12:00-1:00 p.m. Portland Employee Lunch	PDS 155
12	Wednesday	Newberg Campus Serve Day (No daytime classes; evening classes meet)	
14	Friday	Deadline for Trad UG curricular proposals to be submitted to Dean	
15	Friday	Deadline for faculty to submit membership requests for 2018-19 fiscal year to AAO.	Enter requests on this form.
17	Monday	Portfolios due to AAO (Lfair@georgefox.edu) for peer review and promotion process	
20	Thursday	3:30 pm - 5:00 pm All Employee Meeting	CCD 101-103

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21	Friday	Last day to exercise Pass/No Pass option (traditional undergraduate)	Various
21	Friday	Call for Summer Research Grant and Research Leave Proposals	
25	Tuesday	11:30 a.m. – 1:15 p.m. Newberg ALL EMPLOYEE Lunch	CCD 101-103
26	Wednesday	3:30-4:30 p.m. Senate Meeting (undergraduate) 3:30-4:30 p.m. Senate Meeting (graduate) 4:30-6:30 p.m. Full Faculty Senate Meeting	Roberts 120 Roberts Center 177 Roberts 120
October			
1	Monday	Deadline to submit syllabi to syllabi@georgefox.edu . Send PDF only with naming convention: COURSECODECourseNumber, CourseTitle, ProfessorLastName.pdf – example: CSIS201,IntrotoComputerScience,Doe.pdf	
1	Monday	Sabbatical requests for 2019-2020 due to AAO (electronic document only via email to aao@georgefox.edu)	
1	Monday	All Spring Textbook Orders due through iGFU	
1	Monday	Deadline for Trad UG curricular proposals to be submitted to Undergraduate Curriculum Committee (and Gen Ed Committee as applicable)	
1	Monday	Department Chairs begin faculty reviews. Summary to Dean Dec 1	
3	Wednesday	4:00 – 5:15 p.m. Undergraduate Coordinating Council meeting	Stevens 209
6	Saturday	Homecoming	
12	Friday	Mid-Semester Holiday (Newberg campus only)	
10	Wednesday	12:00-1:00 p.m. Portland Employee Lunch	PDS 155
10	Wednesday	3:30-4:30 p.m. Senate Meeting (undergraduate) 3:30-4:30 p.m. Senate Meeting (graduate) 4:30-6:30 p.m. Full Faculty Senate meeting	Roberts Center 117 Roberts Center 177 Roberts Center 117
11	Thursday	Deadline for Summer 2019 Class Schedule Submissions to Registrar	
16	Tuesday	5:00 p.m. - 6:00 p.m. Richter Scholar Symposium & 6:00 p.m. Faculty Lecture	Hoover 105 & Lobby
17-21	Wed-Sun	Mid-semester grade entry (traditional undergraduate)	
19-20	Fri – Sat	Board of Trustees Meetings	Newberg
19-21	Fri - Sun	Family Weekend	
22	Monday	Registration for Spring Semester Opens for Grad and ADP Students	
24	Wednesday	3:30-4:30 p.m. Senate Meeting (undergraduate) 3:30-4:30 p.m. Senate Meeting (graduate) 4:30-6:30 p.m. Full Faculty Senate Meeting	Roberts Center 117 Roberts Center 177 Roberts Center 117
25	Thursday	3:30 pm - 5:00 pm All Employee Meeting	CCD 101-103
25-26	Thurs-Fri	Bruin Preview	
30	Tuesday	11:30 a.m. – 1:15 p.m. Newberg Campus ALL EMPLOYEE Lunch	CCD 101-103
November			
1	Thursday	8am-1p.m. Staff Development Conference	Newberg Campus
2	Friday	Classroom assignment process completed by Registrar's Office for all summer 2019 classes	
4	Sunday	Last Day to Withdraw without grade responsibility (trad	

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		undergraduate)	
7	Wednesday	10 a.m. - 3 p.m. Exodus Grad Fair	Canyon Commons
7	Wednesday	4:00-5:15 p.m. Undergraduate Coordinating Council meeting	Stevens 209
13	Tuesday	12:00-1:00 p.m. Portland Employee Lunch	PDS 155
14	Wednesday	3:30-4:30 p.m. Senate Meeting (undergraduate) 3:30-4:30 p.m. Senate Meeting (graduate) 4:30-6:30 p.m. Full Faculty Senate Meeting	Roberts Center 117 Roberts Center 177 Roberts Center 117
15	Thursday	Third-year peer review reports from Dept Chair to Dean to AAO	
15	Thursday	Tenure peer review reports due to the peer review committee chair	
15	Thursday	5pm Deadline for faculty to submit Summer Research Grant, Research Leave, and Writing Workshop proposals to AAO (Lfair@georgefox.edu)	
16	Friday	5:00 p.m. Transfer Credit Transcript Due Date	
18	Sunday	Last Day to Request Participation in Midyear Commencement with Incomplete Requirements	
22-23	Thurs – Fri	Thanksgiving Holiday	
27	Tuesday	11:30 a.m. – 1:15 p.m. Newberg ALL EMPLOYEE Lunch	CCD 101-103
28	Wednesday	3:30-4:30 p.m. Senate Meeting (undergraduate) 3:30-4:30 p.m. Senate Meeting (graduate) 4:30-6:30 p.m. Full Faculty Senate Meeting	Roberts Center 117 Roberts Center 177 Roberts Center 117
29	Thursday	3:30 pm - 5:00 pm All Employee Meeting	CCD 101-103
30	Friday	5:00 p.m. - Dissertation Signed Approval Sheets Due (MidYear Commencement Participation)	
December			
3	Monday	Faculty evaluations due from Department Chair to Dean to AAO	
3	Monday	Faculty loads for 2019-2020 due to Dean	
5	Wednesday	4:00-5:15 p.m. Undergraduate Coordinating Council meeting	Stevens 209
6-7	Thurs-Fri	Honors Fellowship Day	
10	Monday	Study Day for Traditional Undergraduate Students	
10-14	Mon-Fri	Finals Week	
10	Monday	UG Senate - Final opportunity for Faculty Senate to approve Traditional Undergraduate Curriculum Proposals for implementation in the upcoming fall semester.	Roberts 117
11	Tuesday	11:30 a.m. – 1:15 p.m. Newberg ALL EMPLOYEE Lunch	CCD 101-103
12	Wednesday	10:00-11:00 p.m. Portland Employee Christmas Brunch	PDS 155
13	Thursday	3:30 - 5:00 pm All Employee Meeting	CCD 101-103
14	Friday	Fall Semester Ends	
14	Friday	Fall 2019 Graduate/ ADP Curriculum Approval Deadline	
15	Saturday	Midyear Commencement	
23	Sunday	Fall Grade Entry Deadline	
24-26	Mon-Wed	Christmas Holiday for All Employees	

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