

Term Dates and Instructor Checklist: Fall 2026

16-Week Courses: 8/12 – 12/11

- ☐ Request Parent shell if needed: 8/5
- ☐ Update and publish syllabus at carlalbert.simplesyllabus.com: 8/5
- ☐ Content in course is student-ready by 8/5
- ☐ FIRST DAY OF CLASSES: 8/12
- ☐ Send Retention Alert to any student not logged in yet: 8/14
- ☐ Last day to ADD classes: 8/18
- ☐ First assignment due before: 8/24
- ☐ No-Shows due by: 8/24 @ noon
- ☐ MidTerm Grades Due: 10/8 @ noon
- ☐ *Send email to students: First day to drop without owing Financial Aid back: 10/18*
- ☐ Send email to students: Last day to DROP with automatic "W": 11/6
- ☐ Send email to students: Last day to DROP with "W" or "F": 12/4
- ☐ Final Examinations: 12/7–11
- ☐ Better practice/Suggestion: Set online final due for no later than noon on 12/9
- ☐ Blackboard courses disappear for students after 11:59pm on: 12/11
- ☐ Final Grades due: Friday, 12/11, @ noon

First 8-Week Courses: 8/12 – 10/7

- ☐ Request Parent shell if needed: 8/5
 - ☐ Update and publish syllabus at carlalbert.simplesyllabus.com: 8/5
 - ☐ Content in course is student-ready by 8/5
 - ☐ FIRST DAY OF CLASSES: 8/12
 - ☐ Send Retention Alert to any student not logged in yet: 8/13
 - ☐ Last day to ADD classes: 8/14
 - ☐ First assignment due before: 8/17
 - ☐ No-Shows due by: 8/17 @ noon
 - ☐ *Send email to students: First day to drop without owing Financial Aid back: 9/15*
 - ☐ Send email to students: Last day to DROP with automatic "W": 9/23
 - ☐ Send email to students: Last day to DROP with "W" or "F": 10/5
 - ☐ Final Examinations: 10/6–7
 - ☐ Better practice/Suggestion: Set final due for no later than noon on 10/7
 - ☐ Blackboard courses disappear for students after 11:59pm on: 10/7
 - ☐ Final Grades due: 10/8 @ noon
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Middle 8-Week Courses: 9/10 – 11/6

- ☐ Request Parent shell if needed: 9/3
 - ☐ Update and publish syllabus at carlalbert.simplesyllabus.com: 9/3
 - ☐ Content in course is student-ready by 9/3
 - ☐ FIRST DAY OF CLASSES: 9/10
 - ☐ Send Retention Alert to any student not logged in yet: 9/11
 - ☐ Last day to ADD classes: 9/14
 - ☐ First assignment due before: 9/15
 - ☐ No-Shows due by: 9/15 @ noon
 - ☐ *Send email to students: First day to drop without owing Financial Aid back: 10/14*
 - ☐ Send email to students: Last day to DROP with automatic "W": 10/26
 - ☐ Send email to students: Last day to DROP with "W" or "F": 11/4
 - ☐ Final Examinations: 11/5–6
 - ☐ Better practice/Suggestion: Set final due for no later than noon on 11/6
 - ☐ Blackboard courses disappear for students after 11:59pm on: 11/6
 - ☐ Final Grades due: 11/9 @ noon
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Final 8-Week Courses: 10/8 – 12/11

- ☐ Request Parent shell if needed: 10/1
- ☐ Update and publish syllabus at carlalbert.simplesyllabus.com: 10/1
- ☐ Content in course is student-ready by 10/1
- ☐ FIRST DAY OF CLASSES: 10/8
- ☐ Send Retention Alert to any student not logged in yet: 10/9
- ☐ Last day to ADD classes: 10/12
- ☐ First assignment due before: 10/13
- ☐ No-Shows due by: 10/13 @ noon
- ☐ *Send email to students: First day to drop without owing Financial Aid back: 11/10*
- ☐ Send email to students: Last day to DROP with automatic "W": 11/23
- ☐ Send email to students: Last day to DROP with "W" or "F": 12/9
- ☐ Final Examinations: 12/10–11
- ☐ Better practice/Suggestion: Set final due for no later than 9am on 12/11 (grades are due at noon)
- ☐ Blackboard courses disappear for students after 11:59pm on: 12/11
- ☐ Final Grades due: 12/11 @ noon