

2021-2022
GRADUATE ASSISTANT APPOINTMENT CALENDAR
FALL SEMESTER 2021

February 19	Job postings available for 2021-2022 Law graduate scholars on Symplicity
March 22	Deadline to apply for Fall 2020/Academic Year 2020-2021 Graduate Assistants Appointment on Symplicity
April 15	Deadline to submit Graduate Assistant Appointment forms for Academic Year 2021-2022
July 1 - August 1	Fall Graduate Assistant Appointment Processing/Confirmation notices emailed to students
August 2	FINAL DEADLINE for receipt of graduate assistant forms to meet regular fee payment deadline
August 2	Time reporting deadline for July 2021
August 16	Fall Classes begin for students and first day of active employment for graduate assistants
August 20	Last day to drop or add a class. <i>Graduate assistants who drop below 12 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility</i>
September 6	Labor Day – University Closed
September 7	Time reporting deadline for August 2021
September 30	1 st Fall Semester payroll distribution
October 4	Time reporting deadline for September 2021
October 28-29	Registration Opens
October 29	2 nd Fall Semester payroll distribution.
November 8	Time reporting deadline for October 2021
November 15	Deadline for receipt of Spring 2021 Graduate Assistant (Re)Appointment Forms
November 15 – December 17	Spring Graduate Assistant Appointment Processing/Confirmation notices emailed to students
November 22-27	Thanksgiving Break – No Classes; University Closed 24-27
November 29	Last Day of Classes; extra Monday to make up for Labor Day
November 30	3 rd Fall Semester payroll distribution.
December 2-16	Fall Examinations
December 6	Time reporting deadline for November 2021
December 10	FINAL DEADLINE for receipt of graduate assistant forms for Spring 2021
December 20-January 2	Winter Break - University Closed
December 31	4 th Fall Semester payroll distribution (final for Fall) and last date of active employment for Fall Semester
December 31	Time reporting deadline for December 2021

SPRING SEMESTER 2022

January 3	University Opens
January 10	Spring Classes Begin
January 11	First day of active employment for Spring Semester
January 14	Last day to drop or add a class. <i>Graduate assistants who drop below 12 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility</i>
January 17	Dr. Martin Luther King Jr. Day – University Closed
January 31	1 st Spring Semester payroll distribution
February 7	Time reporting deadline for January 2022
February 21	Job postings available for 2022-2023 Law graduate scholars on Symplicity
February 28	2 nd Spring Semester payroll distribution.
March 7	Time reporting deadline for February 2022
March 14-20	Spring Break – No Classes
March 30-31	Registration Opens
March 31	3 rd Spring Semester payroll distribution
April 1	Deadline for receipt of Summer 2022 Graduate Assistant (Re)Appointment Forms
April 15	Deadline to submit Graduate Assistant Appointment forms for Academic Year 2022-2023
April 2- May 6	Graduate Assistant Appointment Processing/Confirmation notices emailed to students
April 4	Time reporting deadline for March 2022
April 25	Last day of classes (makeup for MLK Day)
April 28 – May 11	Examinations
April 29	4 th Spring Semester payroll distribution, Last date of active employment for Spring Semester
May 2	Time reporting deadline for April 2022
May 2	FINAL DEADLINE for receipt of graduate assistant forms for Summer 2022

SUMMER SEMESTER 2022

May 30	Memorial Day – University Closed
May 31	First day of classes. First day of active employment for Summer Semester.
June 5	Last day to drop or add a class. <i>Graduate assistants who drop below 6 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility</i>
June 4	Time reporting deadline for May 2022.
June 30	1 st Summer Semester payroll distribution.
July 5	Independence Day Observed – University Closed
July 5	Time reporting deadline for June 2022
July 19	Last day of classes/make up classes
July 29	2 nd Summer Semester payroll distribution, Last date of active employment for Summer
August 1	Time reporting deadline for July 2022
August 1	FINAL DEADLINE for receipt of graduate assistant forms for Fall/Academic Year 2022-2023

Dates may change without notice due to University deadlines and/or processing changes or updates.

Updated: 07/08/2021