

**Summer 2019
Sprott Course Delivery
Dates and Deadlines Checklist**

| Item | Due Date | Completed |
|---|---|-----------|
| Early/Full Summer Course Outline (required to be posted on website one week before classes begin) | April 10 th , 2019 | |
| Late Summer Course Outline | June 7 th , 2019 | |
| Early/Full Summer Textbook Order http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/ | April 5 th , 2019 | |
| Late Summer Textbook Order | June 7 th , 2019 | |
| Office hours are required (to schedule office space for the term for appointments) http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/ | April 5 th , 2019 | |
| Midterms/Quizzes/Test (If you are requesting a print job) | Send to teaching@sprott.carleton.ca at minimum 48 hours prior to test date to ensure delivery | |
| Early Summer Formally Scheduled Final Exams Information (send to central scheduling) | June 2019 Exams (Approx. May 7 th) | |
| Early Summer Final Exams (Hardcopy to be sent to scheduling and examination services for exam preparation) | June 2019 Exams (Approx. June 11 th) (Exam week June 21-27) | |
| Early Summer Deferred Final Exams | July 2019 (Approx. July 3 rd) Exams happen July 19-21) | |
| Late Summer Formally Scheduled Final Exam information (send to central scheduling) | Aug. 2019 Exams (Approx. July 9 th) | |
| Late Summer Final Exams (Hardcopy to be sent to scheduling and examination services for exam preparation) | Aug. 2019 Exams (Approx. Aug 7 th) (Exams Aug 17-23) | |
| Late/Full Summer Deferred Final Exams | Sept. 2019 (Approx. Sept. 4 th) Exams happen Sept. 14-16 | |
| Teaching Evaluations | May 28 th – June 3 rd Early Summer Session paper evaluation packages distributed to departments June 4 th – June 18 th Early Summer Session evaluations to be completed (online and paper) July 24 th – July 30 th Late Summer and Full Summer session evaluation packages distributed to departments July 31 st – August 14 th Late Summer and Full Summer session evaluations to be completed (online and paper) | |

Quick Links:

Request a Proctor: <http://sprott.carleton.ca/proctor-request-form/>

Request a room or space: <https://booking.carleton.ca/portal/>

Schedule a Make-up Exam/Test: <http://sprott.carleton.ca/faculty-research/faculty-services/forms/make-testsexams-request-re-schedule/>