

Colorado State University

Arts Management at



2019-2020 Graduate Student Handbook

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IMPORTANT CONTACT INFORMATION

Director, Faculty Advisor

Dr. Michelle Stanley

(970) 491-2509

stanleym@colostate.edu

LEAP Coordinator/Program Advisor

Janice McFadden

(970) 491-3746

Janice.McFadden@colostate.edu

Office of Admissions

(970) 491-6909

www.admissions.colostate.edu

Graduate School

(970) 491-6817

www.graduateschool.colostate.edu

CSU Online (Distance Education)

(970) 491-5288

<http://www.online.colostate.edu/>

Joy Nyenhuis/Online Student Success Coach

(970) 491-2665

Joy.nyenhuis@colostate.edu

Registrar's Office

970-491-4860

<http://registrar.colostate.edu>

MASTERS OF ARTS LEADERSHIP AND CULTURAL MANAGEMENT

PROGRAM DESCRIPTION

The Master of Arts Leadership and Cultural Management prepares individuals to take on leadership and management roles in arts, culture, and creative sectors. They become proficient in the skills associated with advocacy and community engagement using entrepreneurial acumen. Coursework integrates opportunities for acquisition and practice of applied skills with management, development, entrepreneurship, leadership, theoretical reflection, critical inquiry, and higher order decision-making abilities. As the demand for individuals to take on leadership roles in the creative sector grows, graduates of this program will be able to meet the challenge in for profit, non-profit, and governmental arenas.

The Master of Arts Leadership and Cultural Management is a 32 credit hour program of study that includes a core curriculum of the fundamentals of arts leadership and management. Students also take a minimum of 9 credits of approved electives that will customize their academic track to focus on their desired field of study or career interests: entrepreneurship, management, communications, or other areas. In addition, students are required to have two separate semester-long internships each accompanied by a semester-long seminar.

ADVISING

The Program Advisor, Janice McFadden, is the first point-of-contact for all your advising needs. You should contact her directly for general advising, elective approvals, GS6 approvals, Graduate School processes and graduation paperwork. Dr. Michelle Stanley is the official LEAP faculty advisor. She is responsible for determining policy exceptions, rendering final decisions and providing departmental approvals.

ARTS MANAGEMENT PROGRAM OF STUDY

The Master of Arts Leadership and Cultural Management is a Plan C Master's Degree.

A Plan C master's degree requires only coursework. No thesis, project, or final examination is required. This plan is designed for professional degrees. In general, Plan C Master's Degrees has an additional requirement: no independent study, research, internship, supervised college teaching, or practicum credits may be credited toward the degree unless one or more of these are required by the program, as approved by the University Curriculum Committee. Workshop, seminar and group study and a limited number of study abroad courses may be credited towards the degree. The Arts Management program requires 6 credit hours of Internship and 2 credit hours of Internship Seminar which are approved for the course of study.

CREDIT REQUIREMENT FOR THE ARTS MANAGEMENT PROGRAM

- At least 24 credits out of the required 32 credits must be earned at CSU. This includes courses completed both prior and after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be earned after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be in 500 or higher level. Of this number, at least 12 credits must be in 500 or higher-level *regular* courses. Regular courses are those courses that end in numbers ranging from 00-81. These are used to calculate both the Overall and Program of Study GPAs.
 - Course numbers with the last two digits between 82-99 (i.e. LEAP 687, LEAP 692) are considered non-regular courses. The grades you earn for these courses do not count toward your regular GPA which is used by the Graduate School and the Arts Management program to track your academic progress.
- Course work outside the Arts Management curriculum (electives) must be 300-level or above.
- Graduate students may only take up to six credits 300-400 level credits as electives toward their graduate degree.
- If a course was previously used to earn a degree, it will not be accepted as transfer credit by Colorado State University.
- A limited number of transfer credits from other Universities (not part of a previous degree) may be accepted with the approval of your advisor and committee. Note that ONLY 500 level (and above) classes at other accredited universities will be accepted for transfer by the Graduate School and only with a grade of B or better.
- Graduate School policies will be followed when examining transfer credits. Transfer credits may only be considered once the student is admitted and enrolled.

COURSEWORK

Course		Title	Credit Hrs	
Recommended 1 ST YEAR				
LEAP	500	Leadership in the Arts	3	
LEAP	600	Arts Policy and Advocacy	3	
LEAP	650	Arts Event Management	3	

LEAP	687 ^P	Internship	3	
LEAP	692 ^P	Internship Seminar	1	
		Selected Elective ¹	3	
Recommended 2 nd YEAR				
LEAP	660	Arts Collaboration and the Community	3	
LEAP	670	Law and the Arts	3	
LEAP	687 ^P	Internship	3	
LEAP	692 ^P	Internship Seminar	1	
		Selected Electives ¹	6	

PROGRAM TOTAL = 32 credits

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/front/courses-of-instruction.aspx> to see the course prerequisites.

REQUIRED CORE COURSES: 23 CREDITS

COURSE DESCRIPTIONS

F=Fall, S=Spring, SS=Summer

LEAP 500 03(3-0-0). Leadership in the Arts. F, S, SS. Prerequisite: Admission to the Master of Arts Leadership and Administration program.

Theoretical and applied knowledge about concepts of leadership, leadership styles as applied to arts related organizations.

LEAP 600 03(0-0-3). Arts Policy and Advocacy. F. Prerequisite: Admission to the Master in Arts Leadership and Administration program.

Discussion of the role of artist as citizen and how we affect public policy.

LEAP 650 03(3-0-0). Arts Events Management. S. SS.

Technical aspects of events, season and festival management for arts related organizations.

LEAP 660 03(1-4-1). Arts Collaboration and the Community. F.

Research, development and production of outreach projects; team projects for community engagement.

LEAP 670 03(3-0-0). Law and the Arts. F, S.

Examines the legal foundations of artistic creation including copyright, freedom of expression, public domain laws, and contract negotiation.

LEAP 687 3 credits. Internship. F, S, SS. Must be enrolled concurrently with LEAP 692.

Field internship at local, regional or national arts organization (45 hours per credit).

LEAP 692 1 credit. Internship Seminar. F, S, SS. Must be enrolled concurrently with LEAP 687.

ELECTIVES

Electives are chosen by students as a way to enhance and supplement the specific field in which they wish to learn. To fulfill your degree requirements, you must take 9 credits of electives. Typically, that translates into 3 courses of 3 credits each. Although you can take more courses for fewer credits each (1 credit or 2 credit courses) keep in mind that you must take 32 credits of coursework to graduate.

Courses are numbered to indicate the level of the course. 300 and 400 level courses are undergraduate courses (sophomore and junior/senior level respectively). Only 6 credit hours of undergraduate coursework will count towards your degree.

It is much preferred that you take only graduate level courses as electives (500 and 600 level courses). Only take an undergraduate course if there is no comparable graduate course that you can take.

Arts Management courses provide you with skills in the areas of arts management, arts leadership, arts entrepreneurship, arts policy/advocacy, and arts-based public engagement.

Suggestions for areas of study that are outside of Arts Management coursework include:

Communications Courses

Organizational Behavior

Creating and Managing a Career in the Arts

Contemporary Issues in Business

Cultural Resource Management

Museum Studies

Research Methods

Heritage Resource Management

Conflict management and communication

Information Technology and Project management

Human Resource Development

Multicultural and Special Populations

Financial Management – Theory and Case Studies

Tourism

Fundamentals of Entrepreneurship

New Venture Creation

PLEASE NOTE: Please note that elective courses offered in other departments are under the jurisdiction of those departments. Contact the relevant department for information on the course, when offered, wait lists, and other information. Students enrolled in Arts Management program will be able to enroll for most courses listed without meeting the specified pre-requisite requirements.

Other topic areas may also be useful. Given that you are earning a degree that will prepare you for leadership positions, think creatively about what you may need. You can choose from any course at CSU that adheres to the following criteria:

1. Is 500 level or above (except in limited circumstances)
2. Provides learning in one or more of the of the following:
 - Leadership
 - Management
 - Entrepreneurship
 - Arts Policy or Advocacy
 - Public Engagement
 - Museum Studies
3. Does not require a pre-requisite from the department offering it.
4. Permits students outside of the major to enroll in the course.
5. Graduate students may only take up to six credit of 300-400 level credits as electives toward their graduate degree.

You will work with the Program Advisor who will approve your electives approved for your course of study. Once you receive approval, you can register for the elective course. We encourage students to look through the university catalog or talk with our Program Advisor for elective ideas that match your degree path.

INTERNSHIPS

All graduate students must complete two (2) semester-long internships that coincide with the academic semester (available Fall, Spring and Summer). Courses LEAP 687 (3 credit hours) and LEAP 692 (1 credit hours) must be taken concurrently and are only offered online in order for students to execute their internship anywhere in the world.

All graduate students must receive approval from the Arts Management Program Advisor prior to registering for courses and committing to internship position. This is to verify compatibility of proposed internship to the program requirements.

For more details about internship requirements visit the [Internships page](#).

The Arts Management program offers college credit for semester-long internships hosted by local, regional, national and international arts organizations. Our students have interned at Gretel Graphic Design (New York, NY), the Atlanta Ballet, Opera Fort Collins, OpenStage Theatre, KRFC, among others. Follow us on Facebook to stay up to date on new internship opportunities!

Both interns and hosts are required to complete the Internship Agreement Form. This agreement form will act as a syllabus; each internship, student, and host is different, resulting in unique learning objectives. Completed internship agreements should be submitted to the Program Advisor for approval. Approval of the internship agreement will allow the student to register for the appropriate course(s). Visit our Internship Information and FAQ's pages for answers to frequently asked questions.

STEPS LEADING TO GRADUATION

Procedures and deadlines related to graduation are detailed in the [Graduate & Professional Bulletin](#) and on the [Graduate School website](#). Please carefully read the bulletin, as it contains vital information related to program completion. Incomplete paperwork and/or missed deadlines may result in delayed graduation and the necessity of Continuous Registration. Information regarding the GS6 Program of Study form and the GS25 Application for Graduation are provided here for your reference, as all students will need to be familiar with the procedures.

GS6 FORM

Information regarding the GS6 (seen below) can be found on the [Graduate School website](#).

1. Each graduate student must prepare a GS6 Program of Study, a document which lists all courses taken in pursuit of the degree as well as the graduate faculty advisor, Michelle Stanley (LaQuatra). The Program Advisor, Janice McFadden can assist in the development of the GS6 form. The GS6 form must be filed with the Graduate School before the time of the *fourth regular semester registration*. Students who fail to meet this requirement may be denied subsequent registration.
2. Prior to filling out the electronic GS6 Program of Study form, it is highly recommended that the student access the [GS6 Program of Study Worksheet](#) and meet with the Program Advisor to form a draft of what courses will be listed on the student's GS6 form.
3. The federal government has student financial aid requirements that may affect current and future financial aid eligibility. Students with financial aid are encouraged to review the [satisfactory academic progress requirements](#) **prior** to completing their GS6 Program of Study.
4. The student will access the eGS6 form via his/her [RAMweb](#) account under the "Complete My GS6 Program of Study" link and will fill out the following steps:
 - Add required courses that the student has completed at CSU prior to admission to Graduate School, if applicable.
 - Add required courses that the student has completed at CSU after admission to Graduate School.
 - Add required courses that the student will complete at CSU.
 - Add transfer credits from other institutions, if applicable.
 - Search for and select those persons who will serve on the student's graduate committee (Michelle LaQuatra (Stanley). Students in the MALCM program will list Dr. LaQuatra (Stanley) as their sole committee member.
5. Once the student enters the above information, the student will be able to review his/her course and committee information and submit the form electronically.
6. The student's GS6 form will then be available to print and a copy will be sent to the student via the e-mail address that is listed for the student in his/her RAMweb account.
7. The student will need to sign his/her GS6 form (electronic signatures are not accepted) and scan it to the Program Advisor, Janice McFadden. The Program Advisor will obtain the necessary signatures and will then submit the GS6 form to the Graduate School for final processing. The Graduate School will notify the student, the advisor, and the department via e-mail once the GS6 form has been approved.

GS25 FORM

A student must apply for graduation by the [published deadline](#) of the student's graduating term by completing form GS25.

Students who applied to graduate in a previous term and would like to update their graduation term must reapply for graduation by the published deadline. A student applying or reapplying to graduate will start the process by clicking on the "Apply or Reapply to Graduate" link in [RAMWeb](#).

Section one is completed through RAMweb. Sections two through four are completed by the student and the department.

Part One - RAMweb

Section 1 - Diploma Name, Term, Program Information

The information in this section is used for the commencement program and the processing of your diploma. You will enter the term you are graduating and your name exactly as you wish it to appear on your diploma.

1. Log into [RAMWeb](#) and click on the "Apply or Reapply to Graduate" link under the "Graduate Students" section.
2. Your program should be listed, continue by clicking on the "Apply to Graduate" button.
3. Review and modify the information as needed. Finish this section by clicking the print button. You will need to complete the additional sections on the form on your computer before printing the form and obtaining signatures from your department. Instructions are included with the form.

Part Two - Completing the Form

Section 2 - Changes to your GS6 Program of Study

- To complete this section, you will need a copy of your transcript and GS6 Program of Study. You can access your GS6 Program of Study and transcript from RAMweb.
- Section 2a - Courses or credits added to the GS6 - List required courses that have been added to your program since your GS6 Form was submitted.
- Section 2b - Courses or credits dropped to the GS6 - List required courses that have been dropped from your approved Program of Study. Courses which have been taken and for which a grade has been received (A through F, I, S or U) may not be removed from the Program of Study.

Section 4 - Signatures

- Student, advisor, and Director signatures are required. Signatures on the GS25 form indicate approval of changes and verification that all requirements will be fulfilled. You must submit a signed copy (electronic signatures are not accepted) of the GS25 to the Program Advisor, Janice McFadden. She will obtain the necessary signatures and forward the form to the Graduate School for final processing.

Completed and signed forms must be submitted to the [Graduate School](#) prior to the deadline date posted for the student's graduating term. **Your application status will be updated by the published deadline date.** Please contact the [Graduate School](#) if you have questions.

ENROLLMENT POLICIES

Graduate Enrollment Requirement/Continuous Registration

All students admitted to a graduate program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course (regular or non-regular). As an alternative, students may opt for a Continuous Registration (CR) status. Registration for CR status is accomplished in the same way as registration for courses. Section ID numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for at least one credit or CR. If students opt to register for CR, the fee is \$150.

Graduating degree candidates must be either enrolled for at least one credit or must register for Continuous Registration (CR) during the term (fall, spring, or summer) that they will complete their degree requirements.

Graduation Clearance

A graduation clearance will be performed by the Graduate School and you will be notified via e-mail to access your graduation status from RAMweb. If there are discrepancies, you will need to submit the [GS52 Graduation Clearance Response Form](#), an e-mail, or memo to certify appropriate changes.

Reapplication for Graduation

If you applied to graduate in a previous term and did not complete all of your degree requirements or would like to change your graduation term with the Graduate School, please log into [RAMWeb](#) to start the reapplication process and follow the instructions below.

1. Log into [RAMWeb](#) and click the "Apply or Reapply to Graduate" link under the "Graduate Students" section.
2. Your program should be listed, continue by clicking on the "Reapply to Graduate" button.
3. Review and modify the information as needed. Finish this section by clicking the print button. A confirmation email will be sent to your email on record.

The online graduation reapplication process must be completed prior to the deadline date posted for the student's graduating term. **Your application status will be updated by the published deadline date.** Please contact the [Graduate School](#) if you have questions.

EXPECTATION OF STUDENTS

STUDENT RESPONSIBILITY

Graduate students pursuing the MALCM degree are responsible for being aware of advising and registration periods, deadlines to add or drop courses, form submission deadlines, and other university deadlines. Failure to do so may result in financial loss and/or lack of academic progress.

It is your responsibility to keep track and take care of these requirements. If you have questions, please contact the Program Advisor.

ACADEMIC PERFORMANCE

Graduate Students are required to maintain a 3.0 GPA in order to maintain good status and graduate from Colorado State University at the graduate level (as per section [SCHOLASTIC STANDARDS of the Graduate Bulletin](#)). Failure to maintain good academic standing due to a cumulative grade point average less than 3.000 results in being placed on academic probation. (New regularly admitted students will not be placed on probation until they have completed 12 regular credits or two semesters of graduate work, whichever comes first. However, students who were provisionally admitted after waiver of the minimum GPA requirement for admission are placed on probation their first semester, regardless of the number of credits taken their first semester.

Scholastic Standards

To meet the requirements for graduation and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to a graduate program. This requires a cumulative 3.000 grade point average (GPA) in each of the following GPA categories:

1. Overall course GPA, defined as the GPA calculated from all regular and non-regular courses graded traditionally (A through F).
 - o Regular courses with course numbers less than X82
 - o Non-regular courses with numbers X82 to X99
2. Regular course GPA, defined as the GPA calculated from all regular courses graded traditionally.
3. Program of Study overall GPA, defined as the GPA calculated from all traditionally graded regular and non-regular courses listed on the approved program of study.
4. Program of Study regular GPA, defined as the GPA calculated from all traditionally graded regular courses listed on the approved program of study.

A minimum GPA of 3.000 in categories 1 and 2 are required to remain in good academic standing. For graduation, a minimum GPA of 3.000 is required in all four categories.

Students who fail to achieve a 3.0 during a semester of study will be placed on academic probation and assigned to a required mentoring program. Students on probation who fail to raise their GPA to 3.0 in the course of a semester will be dismissed from the program.

INCOMPLETES

At the discretion of the instructor, a temporary grade of Incomplete - 'I' may be given to a student who demonstrates that he/she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable.

A student must be passing the course at the time that an incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an incomplete to a student who is not passing the course.

When an instructor assigns an "I", he/she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an "I" when the student is not passing the course. The instructor shall retain a copy of this statement in his/her grade records and provide copies to the student and the LEAP department.

NOTE: The student should not register for the course a second time (to complete the coursework).

After successful completion of the makeup requirements, incomplete grades will be changed by the instructor of record or the LEAP Director, in the absence of the instructor of record.

Students are discouraged from taking incompletes. After one year an incomplete will be automatically changed to an "F" (failure) unless the course has been previously completed and a grade change submitted by the instructor or the

Director. The temporary grade of “I” must be changed to a grade (e.g., A, B, C, D, F) prior to the student being awarded his/her diploma from Colorado State University.

ACADEMIC HONESTY AND INTEGRITY

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one’s own work. All within the University are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors. Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or University disciplinary action. Students are encouraged to share responsibility for the academic integrity of the University by reporting incidents of academic dishonesty.

STANDARDS OF PROFESSIONAL CONDUCT

LEAP graduate students are expected to behave in accordance with the [Colorado State University Student Conduct Code](#). Colorado State University expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, local laws and University regulations; and to respect the rights, privileges, and property of other people.

In addition to codes of conduct to which all students at Colorado State University must adhere, the following are expected of all LEAP Graduate Students:

- Understand that the syllabi given for each class is your contract for that class. You are responsible for reading and comprehending all the information included.
- Attend all class sessions and required activities.
- Actively participate in class discussions and activities in order to further your learning and the learning of others.
- Be prepared for class meetings and activities.
- Engage in appropriate interactions in class with fellow students and instructors.
- Engage in critical inquiry that positively contributes to course discussion and reflection.
- Provide suitable commentary regarding course material that moves course learning forward in a positive way.
- Be respectful and tolerant of their class members and instructors.
- Behave in a professional manner in all aspects of classes and related activities.

STATEMENT REGARDING TEACHING AND LEARNING

The LEAP Institute for the Arts believes that all students can learn within an environment of reciprocal respect, professionalism, intellectual engagement, and educational commitment. These principles apply to everyone involved in teaching and learning in the LEAP Institute for the Arts: students, teachers, and administrators.

Reciprocal respect means that we treat all members of the Institute, as well as all those with whom we come into contact outside of the Institute, in the course of our education, with appropriate tolerance, cultural sensitivity, collegiality, civility, and kindness as we engage with each other in learning and related activities. Behavior that does not meet these standards is not acceptable for members of the LEAP community.

Professionalism includes the principles of reciprocal respect, but also includes an approach to learning that puts the student/learner at the center of the educational unit. Students are the individuals most responsible for their own

learning and for the grades they earn. Instructors bring their experience, knowledge, and skills to the educational setting as a means for stimulating, encouraging, and facilitating student learning. That means that learning takes place best when students are active participants in their own learning rather than passive receivers of delivered material.

Students are expected to bring intellectual curiosity, enthusiasm, commitment, and professionalism to their learning and to give priority to the cultivation of their own skills and knowledge.

DEADLINE DATES 2019-2010

Please take note of the LEAP deadline dates listed below. It is the student's responsibility to meet deadlines. While we endeavor to keep you informed, it remains your responsibility.

FALL 2019

August 25, 2019 – Last day to on-campus students to cancel registration with no tuition or fees accessed

August 26, 2019 – First day of term (online courses may begin before or after this date)

August 26, 2019 - [Continuous Registration](#) late fee assessed
(\$50 late fee for registrations received on or after this date)

September 2, 2019 - University Holiday – Offices Closed

Drop deadline - (varies by course)
See the [Drop and Withdrawal Policy](#)

September 11, 2019 - Registration deadline and census (admitted students must be registered by this date; last day to register for [Continuous Registration](#))

September 20, 2019 - Last day to submit application for fall graduation (GS25 form)

October 28, 2019 – Spring registration begins for on-campus students

November 23 – December 1, 2019 University Holiday – Fall Recess (offices will be open; some courses do not observe fall recess)

December 13, 2019 – Fall classes end

December 16 -20 - Final exams week (varies by course)

December 20 – Graduate School Commencement

December 24, 2019 – Fall grades available on Ramweb

Spring 2020

January 20, 2020 – University Holiday – Offices Closed

January 20, 2020 – Last day to cancel registration for on-campus students (no tuition or fees accessed)

January 21, 2019 – First day of term (online courses may begin before or after this date)

January 21, 2019 - [Continuous Registration](#) late fee assessed
(\$50 late fee for registrations received on or after this date)

Drop deadline - (varies by course)

See the [Drop and Withdrawal Policy](#)

February 5, 2020 - Registration deadline and census (admitted students must be registered by this date; last day to register for [Continuous Registration](#))

TBD - Last day to submit application for spring graduation (GS25 form)

March 14-March 22-Spring Break, University Holiday-(offices will be open; some courses do not observe spring break)

May 8, 2020 – Spring classes end (some online courses may end on 5/14/2020).

May 20, 2020 – Spring grades available on Ramweb