

**Coppin State University**  
**Adjunct Faculty Pay Schedule Fall 2017**

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<b>CSU Fall 2017</b>	<b>15 Week Session</b>	<b>1st 7 Week Session</b>	<b>2nd 7 Week Session</b>
Classes Begin - Fall 2017	Monday, August 28, 2017	Monday, August 28, 2017	Tuesday, October 24, 2017
Add, Swap, Drop, Timeline	Wednesday, September 6, 2017	Wednesday, September 6, 2017	Monday, October 23, 2017
Mid-term End	Monday, October 23, 2017	Saturday, September 23, 2017	Saturday, November 18, 2017
Classes end - Fall 2017	Monday, December 11, 2017	Friday, October 20, 2017	Monday, December 11, 2017
Final Grades Due - Fall 2017	Friday, December 22, 2017	Wednesday, October 25, 2017	Friday, December 22, 2017
Contracts/RTFs due in Budget Office	Monday, July 31, 2017	Monday, July 31, 2017	Monday, September 4, 2017
Paysheets due in Payroll Unit	Tuesday, August 1, 2017	Tuesday, August 1, 2017	Monday, September 4, 2017
New hires due at CPB by 12 noon (HR)	Monday, August 7, 2017	Monday, August 7, 2017	Thursday, September 7, 2017
Renewals Contracts/RTFs due in HR Office	Thursday, August 10, 2017	Thursday, August 10, 2017	Monday, September 18, 2017
Contractual pay date	Wednesday, October 11, 2017	Wednesday, October 11, 2017	N/A
Contractual pay date	Wednesday, November 8, 2017	Wednesday, October 25, 2017	N/A
Contractual pay date	Wednesday, December 6, 2017	N/A	Wednesday, November 8, 2017
Contractual pay date	N/A	N/A	Wednesday, December 6, 2017

**\*NOTES**

**Paperwork can be submitted earlier than the due date.**

[Adjunct Faculty will be receiving three \(3\) payments for Fall Semester 15 week courses.](#)

The Office of Human Resources (OHR) must receive and process all paperwork before the employee's start date.

Those who miss the first pay date, will receive their first and second Fall 2017 pay on the next scheduled pay date.

Direct questions to the payroll unit of OHR: Jack Jones X1283 or Indira Roachford X3671