



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

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EVENING & SUMMER SESSIONS OFFICE
INTER-OFFICE MEMORANDUM

DATE: **FALL 2017**

TO: Department Chairpersons/Program Coordinators

FROM: Pamela Brown, Associate Provost

RE: Faculty Service Report Due Dates

<u>Period</u>	<u>Faculty Service Reports Due in Evening & Summer Session Office</u>
08/25/17 - 09/30/17	10/03/17
10/01/17 -- 10/31/17	11/03/17
11/01/17 -- 11/30/17	12/04/17
12/01/17 -- 12/20/17	12/27/17