



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

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EVENING & SUMMER SESSIONS OFFICE  
INTER-OFFICE MEMORANDUM

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**DATE:            SPRING 2017**

**TO:                Department Chairpersons/Program Coordinators**

**FROM:            Pamela Brown, Associate Provost**

**RE:                Faculty Service Report Due Dates**

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<u>Period</u>	<u>Faculty Service Reports Due in Evening &amp; Summer Session Office</u>
01/30/17 -- 02/28/17	03/01/17
03/01/17 -- 03/31/17	04/03/17
04/01/17 -- 04/30/17	05/01/17
05/01/17 -- 05/25/17	05/26/17