

FACULTY ADMINISTRATIVE CALENDAR

SPRING 2008

REVISED

NOTE: Faculty Meetings are scheduled on the first and third Tuesdays of each month at 4:30 p.m. in Hepburn Auditorium (H218).

Any changes in the schedule will be announced by e-mail by Faculty Council.

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| Fri., Jan 18 | Residences open for new January transfer students. |
| Fri., Jan 18 | New Student Orientation. |
| Sat., Jan. 19 | Residences open at Noon. |
| Mon., Jan. 21 | First Day of Classes. |
| Thurs., Jan. 24
(Mon., Wed., Fri. classes) | After the first two class meetings or the first three-hour class that meets once per week, instructors have the option to drop students for not attending or not making arrangements for missing classes if the class has a maximum enrollment. The Registrar must be informed in writing of such action. |
| Fri., Jan. 25
(Tue.-Thur. classes) | |
| Tue., Jan. 29 | Last day for submitting the course overload petition to the Registrar's office (due by 4:30 p.m.). |
| Tue., Jan. 29 | Last day to:
Add a course.
Change sections within the same course.
Drop a course.
N.B. 1. No record of adds and drops is made on the transcript through this date.
2. No tuition refund for over-credits is made for courses dropped after this date.
3. A student may <u>add or drop</u> a course after this date only by petition to the Academic Petitions Committee; if approved, the student is subject to a late schedule change fee of forty five dollars.
4. A student may withdraw from a course until April 4th, by filing a properly executed course withdrawal petition in the Registrar's office; notation of withdrawal appears on the transcript. Three and one-half units are required for full-time status. |
| Thur.-Sun.
Feb. 7-10 | Winter Meeting of the Alumni Council.
Winter Meeting of the Parents Committee. |

Fri., Feb. 1	CIIS Faculty/Student Fellows proposals due in the Center for International/Intercultural Studies.
Fri., Feb. 1	Final class rosters issued to faculty by Registrar (reflecting changes as of January 30).
Tue., Feb. 5	Faculty Meeting in Hepburn Auditorium at 4:30 p.m.
Thurs. - Sat. Feb. 7 - 9	High School Counselors Program.
Fri., Feb 8	Corrected final class rosters are due in the Registrar's office.
Fri., Feb 8	New courses for approval must be submitted to the chair of the Academic Affairs Committee.
Fri., Feb. 15	Fall course schedules are due in the Registrar's office.
Mon., Feb. 11	Faculty Large Grant proposals are due in the Associate Dean for Faculty Affairs Office, Vilas Hall 103.
Mon., Feb. 11	Letters of evaluation and materials for tenure and/or promotion consideration are due in the Dean's Office, Vilas Hall 103, by 4:30 p.m.
Tue., Feb. 12	Department Chairs/Program Coordinators Meeting in the Hannon Room at 4:30 p.m.
Mon., Feb. 18	Admissions Visit Day
Mon.-Fri. Feb. 18 - 22	Sophomore Major and Minor declaration week. Students who have earned 13 or more units, and have not yet declared a major, should take a copy of their academic transcripts to the department(s) of their intended major(s) between February 18 and 22. Advisors will review the process of choosing a major/minor with sophomore advisees. NOTE: Seniors should make final major and/or minor changes prior to April 4.
Tue., Feb. 19	Faculty Meeting in Hepburn Auditorium at 4:30 p.m.
Wed., Feb. 20	Deadline for faculty and staff evaluations for students applying for off-campus programs. Due in Center for International and Intercultural Studies.
Thur.-Sat., Feb. 21-23	Winter Meeting of the Board of Trustees.
Fri., Feb. 22	Last day to change to and from pass/fail grading.
Fri., Feb. 22	Senior Class Dinner

Mon., Feb. 25	HEOP mid-term progress reports are due in the HEOP Office, Whitman 171.
Fri., Feb. 29	Departments must send to the Registrar's office names of students eligible to receive an X-grade for spring semester. Names submitted after the deadline must be approved by petition to the Academic Petitions Committee.
Fri., Feb. 29	E grade due from Fall '07. Must be submitted using Grade Change Form.
Fri., Feb. 29	Major cards from departments are due in Whitman Hall 160, Advising office.
Tue., Mar. 4	Faculty Meeting in Hepburn Auditorium at 4:30 p.m.
Mon., Mar. 10	Announcement of Faculty Large Grant Awards on or about March 10.
Tue., Mar. 11	Department Chairs/Program Coordinators Meeting in the Hannon Room at 4:30 p.m.
Wed., Mar. 12	Mid-semester grades are due. This deadline is <u>important</u> for the computer run, to inform students of progress to date and for counseling by advisors.
Fri.-Sun. Mar. 14-23	Spring Recess begins at 5:00 p.m.
Sat., Mar. 15	Residences close at 10:00 a.m.
Sun., Mar. 23	Residences reopen at 8:00 a.m.
Mon., Mar. 24	Classes resume at 8:00 a.m.
Mon., Mar. 24 - Tues., Apr. 8	Registration advising period
Tue., Apr. 1	Faculty Meeting in Hepburn Auditorium at 4:30 p.m.
Fri., Apr. 4	Final deadline for Senior major and minor changes and/or additions.
Fri., Apr. 4	Last day to file a petition to withdraw from a course.
Sat., Apr. 5	Student Independent Travel/Research Grant Proposals and Student Travel Enrichment Grant Proposals due in the Center for International and Intercultural Studies, Carnegie 108.
Sat., Apr. 5	Student Independent Travel/Research Grant Proposals and Student Travel Enrichment Grant Proposals due in the Center for International and Intercultural Studies, Carnegie 108.
Sat., Apr. 5	Admissions Visit Day.

Mon., Apr. 7	Admitted Student Open House.
Tue., Apr. 8	Department Chairs/Program Coordinators Meeting in the Hannon Room at 4:30 p.m.
Tues., Apr. 8	Last day for faculty to request a change of a final exam date. The change must be approved by the Associate Dean for Faculty Affairs, Vilas Hall 103.
Fri., Apr. 11	Summer Session book orders are due from faculty at the Bookstore.
Sat., Apr. 12	Admitted Student Open House.
Mon.-Fri., Apr. 14 - 18	Registration week. All continuing students must register.
Mon., Apr. 14	Admitted Student Open House.
Mon., Apr. 14	Last day for faculty to request special space requirements for final exams from Conference Services with approval from the Associate Dean for Faculty Affairs, Vilas Hall 103.
Tue., Apr. 15	Faculty Meeting in Hepburn Auditorium at 4:30 p.m.
Thurs., Apr. 17	Presidential Diversity Scholars Program.
Fri., Apr. 18	Admitted Student Open House.
Fri., Apr. 18	Fall term book orders are due from faculty at the Bookstore.
Sat., Apr. 26	Moving-up Day.
Mon.-Fri. Apr. 28 - May 2	Last week of classes. No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, May 3-4. Exams begin May 5. Inasmuch as labs do not have scheduled exam periods, lab practicals may be given during the final week of classes.
Fri., May 2	Classes end.
Sat.-Sun., May 3-4	Study Recess. No examinations are to be given during this period.
Mon.-Sat. May 5 - 10	Final examinations begin. Any faculty change of a final exam date which precludes a student's taking his/her exam at the scheduled time must have been approved by the Associate Dean for Faculty Affairs, Vilas Hall 103.
Tue., May 6	Faculty Meeting in Hepburn Auditorium at 4:30 p.m.
Sun., May 11	Residences close for underclass students at 10:00 a.m.

Tue., May 13	Department Chairs/Program Coordinators Meeting in the Hannon Room at 4:30 p.m.
Tues., May 13	Deadline for reporting grades of graduating seniors to the Registrar's office. This deadline is crucial to graduation. Grades must be reported prior to noon.
Wed., May 14	Deadline for reporting grades to the Registrar's office. This deadline (midnight) is important for the computer grade run for determining academic standing of students.
Thurs., May 15	Sabbatical and other leave requests for 2009-2010 are due in the Dean's Office.
Thur.-Sat. May 15-17	Spring Board of Trustees Meeting.
Fri., May 16	Academic Standing Committee meets at 9:00 a.m. to evaluate student academic deficiencies.
Thurs.-Fri. May 16-17	Academic regalia rented by the university will be available for faculty to pick up. Place and time to be announced by e-mail.
Sun., May 18	Commencement at 10:00 a.m.
Sun., May 18	Residences close for all graduation seniors at 6:00pm.
Tues., May 20	Deadline for all student recommendations for the International Student Exchange Program (ISEP) for Spring 2009.
Fri., May 23	Academic Standing Committee meets at 9:00 a.m. to hear appeals from suspended students.
Wed., May 28	Undergraduate Summer Session I begins.
Thur.-Sun., May 29 - June 1	Alumni Reunion Weekend.
Sun., June 1	Position requests for 2009-2010 are due in the Dean's Office.
Thur.-Sun., June 5-8	Alumni Council at Canaras.
TBD	Annual Faculty Activity Reports for the 2008-2009 academic year are due to Department Chairs/Program Coordinators.
Fri.-Sun., June 20-22	Trustee Retreat at Canaras.

Wed., May 28	Undergraduate Summer Session I begins.
Mon., June 30	Graduate Summer Session I begins.
Sat., June 28	Undergraduate Summer Session I ends.
Mon., June 30	Undergraduate Summer Session II begins.
Fri., July 18	Graduate Summer Session I ends.
Mon., July 21	Graduate Summer Session II begins.
Fri., Aug. 1	Undergraduate Summer Session II ends.
Fri., Aug. 8	Graduate Summer Session II ends.
Fri., Aug. 8	Deadline for Department Chairs/Program Coordinators to submit Annual Faculty Activity Reports and Department Chair/Program Coordinator responses to the Dean's Office. Department Chairs and Program Coordinators should make an appointment with the Dean to discuss the reports.