

REVISED

Fall 2008 - FACULTY ADMINISTRATIVE CALENDAR

Please see changes below in red.

This calendar is subject to change.

Please check for updates on the Academic Affairs web page:

<http://www.stlawu.edu/acadaffairs/facultyadministrativecalendar.pdf>

Faculty Meetings are scheduled on the 1st and 3rd Tuesdays of each month
at 4:30 p.m. in Hepburn Auditorium (H218).**

Department Chair Meetings are scheduled on the 2nd Tuesday of each month
at 4:30pm in Location TBD.

***Meetings may be cancelled and/or rescheduled at the discretion of Faculty Council.
Any changes in the schedule of meetings will be announced by e-mail by Faculty Council.***

Fri., Aug. 1	Undergraduate Summerterm 2 ends.
Fri., Aug. 8	Graduate Summerterm 2 ends.
Wed.-Thurs. Aug. 20-21	New Faculty Orientation , Center for Teaching and Learning, 62 Park St. 8:30 a.m. Continental Breakfast , 9:00 a.m.-1:30 p.m. New Faculty Orientation.
Fri., Aug. 22	Admissions Visit Day.
Mon., Aug. 25	New Student Orientation Begins. (Dorms open at 8:00 AM.)
Mon., Aug. 25	Family Orientation.
Mon., Aug. 25	8:00 a.m. Residential buildings open for first year and transfer students (First year students check in at assigned residence hall; transfer students check-in at Student Center).
Mon., Aug. 25	3:30 p.m. Matriculation Ceremony , Creasy Commencement Commons (rain location: Leithead Fieldhouse). For new students, families, faculty and staff.
Tues., Aug. 26	9:00 a.m. Residential buildings open for upperclass students. Check in at Student Center.
Tues., Aug. 26	8:30am-10:00 a.m. First FYP class meeting. Various locations.
Tues., Aug. 26	8:00 p.m. First registration batch run on APR.
Wed., Aug. 27	7:00 a.m. Second registration batch run on APR.
Wed., Aug. 27	1:00pm-4:00pm. Registration for graduate classes.

- Wed., Aug. 27 9:30-10:30 a.m. **Transfer International, re-admitted and visiting student registration.** Students not already registered may do so in the Registrar's Office, Vilas 117.
1:30-3:00 p.m. **Drop/Add session for First Year Students, ODY 140B.**
3:00-4:00 p.m. **Open Re-Registration session** for all matriculated students, ODY 140B.
- Thurs., Aug. 28 8:30 a.m. **Classes begin.**
- Thurs., Aug. 28 4:30 p.m. **Convocation Ceremony, Gunnison Chapel.** Convocation is the first formal assembly of each academic year. The President sets forth the goals and challenges of the coming year in the State of the University Address, new faculty and administrative staff are introduced to the university community, and significant accomplishments of faculty and staff are recognized with awards.
- Mon., Sept. 1 **Graduate classes begin.**
- Thurs., Sept. 4 (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
Wed., Sept. 3 (Tues., Thurs., classes) for missing classes, if the class has a maximum enrollment. The Registrar must be informed in writing of such action.
- Fri., Sept. 5 **Last day to:**
Submit the fifth course petition to the Registrar's office (due by 4:30 p.m.).
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 add or drop 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 \$45. 4. A student may withdraw from a course until November 9, 2008, 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 to maintain full time status. Students may exercise the option to withdraw from a course only twice before graduation. Students with an exceptional case may petition the Academic Petitions Committee.
- Fri., Sept. 5 Request for Spring 2009 courses sent to Chairs by Registrar.
- Wed., Sept. 10 **Final class rosters issued** to faculty by Registrar. (Reflecting changes as of Sept. 9, 2008).
- Fri., Sept. 12 Deadline for submission of new course proposals to the Academic Affairs Committee for Spring 2009 semester.
- Mon., Sept. 15 Deadline for applications to have spring courses with intercultural travel components approved for financial aid support.
- Wed., Sept. 17 **Corrected final class rosters are due** through APR.
- Sat., Sept. 20 **Admissions Visit Day.**
- Thurs., Sept. 25 **Off Campus Programs** application deadline.
- Thurs., Sept. 25 Deadline for all student evaluations for **SLU Programs Abroad and non-SLU Programs Abroad for the spring semester.**

Fri., Sept. 26	Spring semester course schedules are due in the Registrar's Office.
Fri.-Sun. Sept. 26-28	Family Weekend.
Mon., Sept. 29	Completed tenure files are due in the Dean's office, Vilas 103.
Mon., Sept. 29	Faculty Large Research Grant proposals are due in the Associate Dean for Faculty Affairs office, Vilas 103.
Tues., Sept. 30	Higher Education Night , Leithead Field House.
Wed., Oct. 1	Last day to change to or from pass/fail grading option.
Wed., Oct. 8	Departments must submit to the Registrar, Vilas Hall 122, the names of students eligible to receive an X-grade for that semester. Names submitted after the deadline must be approved by petition to the Academic Affairs Committee.
Fri., Oct. 10	Final grades for Spring and Summer incompletes are due in the Registrar's office. Must be submitted using a Grade Change form.
Mon., Oct. 13	Admissions Visit Day.
Mon., Oct. 13	Names of faculty nominated for promotion are due in the Dean's office, Vilas 103.
Thurs.-Fri. Oct. 16-17	Mid-semester recess.
Fri., Oct. 17	Course worksheets (2nd) for Spring 2009 courses due to Registrar by noon.
Mon., Oct. 20	8:30 a.m. Classes resume.
Mon., Oct. 20	HEOP progress reports are due in the HEOP office, Whitman 171.
Thurs.-Sat., Oct. 23-25	Fall Board of Trustees Meeting.
Thurs.-Mon. Oct. 23-27	Final Course Schedule Review by Chairs before publication.
Fri., Oct. 24	Mid-semester warning grades are due by midnight. This deadline is <u>important</u> for the computer run, to inform students of progress to date and for counseling by advisors.
Fri., Oct. 24	Announcement of Faculty Large Research Grant Awards on or about October 24.
Mon., Oct. 27	Last day for faculty to request a change for a course's final exam date from the Associate Dean for Faculty Affairs, Vilas 103.
Fri., Oct. 31	Spring 2008 Course Schedule published and APR available for pre-registration review and advising.
Sat., Nov 1	Deadline to notify CIIS about intent to offer summer courses with travel components.

Sun., Nov. 2	Daylight Savings ends.
Mon., Nov. 3	Two-week advising period begins for Spring 2009 registration.
Wed., Nov. 5	Deadline for Faculty/Staff Recommendation Form for Student Travel Research Grants through Center for International and Intercultural Studies (CIIS).
Fri., Nov. 7	Last day to file a petition to withdraw from a course.
Mon., Nov. 10	Admissions Visit Day.
Mon.-Thurs. Nov. 10-13	Web Registration for Seniors and Juniors in APR.
Sat., Nov. 15	Admissions Visit Day.
Fri., Nov. 14	Spring semester book orders are due at the Bookstore from the faculty.
Mon., Nov. 17	Last day for faculty to request special space requirements for final exams from Room Reservations with approval from the Associate Dean for Faculty Affairs, Vilas 103.
Mon.-Thurs. Nov. 17-20	Web Registration for Sophomores and First Years in APR.
Fri., Nov. 21	5:00 p.m. Thanksgiving recess begins.
Sat., Nov. 22	10:00 a.m. Residential buildings close.
Sun., Nov. 30	8:00 a.m. Residential buildings re-open.
Mon., Dec. 1	8:30 a.m. Classes resume.
Mon., Dec. 1	Deadline for student evaluations for India Fall 2009 Program Abroad.
Fri., Dec. 5	Augsbury North Country Scholars Day.
Mon.-Fri., Dec. 8-12	Last week of classes. No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, December 13 and 14. Exams begin December 15. In as much as labs do not have scheduled exam periods, lab practicals may be given during the final week of classes.
Fri., Dec. 12	Executive Board of Trustees Meeting.
Fri., Dec. 12	Last day of classes.
Sat. & Sun., Dec. 13 and 14	Study Recess: No final exams are to be given.
Mon., Dec. 15	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 Mon., Oct. 27, by the Associate Dean for Faculty Affairs, Vilas 103.

- Fri., Dec. 19 **Final examinations end.**
- Sat., Dec. 20 10:00 a.m. **Residential Buildings close.**
- Sat., Dec. 20 **Winter recess begins.**
- Sat., Dec. 20 **Deadline for student evaluations** for the International Student Exchange Program (ISEP) for Fall 2009.
- Thurs., Jan. 1** Midnight. **Deadline to turn in fall semester grades to the Registrar's office. This deadline is important for the compilation of final grade reports and for determining academic standing of students.**
- Mon., Jan. 12 **Academic Standing Committee** meets to hear appeals for suspended students.
(Tentative)
- Fri., Jan. 16 **New students move in/New student orientation and registration.**
- Sat., Jan. 17 Noon. **Residential Buildings re-open.**
- Mon., Jan. 19 **Classes begin** spring semester.
- Tues., Jan 20 **Deadline for applications to have fall courses with intercultural travel components** approved for financial aid support.