Fall 2013 - FACULTY ADMINISTRATIVE CALENDAR

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 Hepburn 113.

**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. 2

Graduate Summerterm 2 ends.

Mon., Aug. 5

Major/Minor approvals due from department chairs to Registrar’s Office for August degree conferrals.

Tues., Aug. 20

Deadline for faculty and staff evaluations for students applying for the International Student Exchange Program (ISEP) for Spring 2014 - due in Center for International and Intercultural Studies.

Wed.-Thurs., Aug. 21-22

New Faculty Orientation.

Sun., Aug. 25

New Student Orientation Begins. (Dorms open at 8:00 AM)

Sun., Aug. 25

Family Orientation.

Sun., 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).

Sun., Aug. 25

3:30 p.m. Matriculation Ceremony, Creasy Commencement Commons (rain location: Newell Field House). For new students, families, faculty and staff.

Mon.-Fri., Aug. 26-30

Graduate registration week.

Mon., Aug. 26

8:00 a.m. – 10:00 p.m. Residential buildings open for upperclass students. Check in at Student Center (2nd Floor).

Mon., Aug. 26

8:30 am-10:00 a.m. First FYP class meeting. Various locations.
10:15 a.m. and 11:00 a.m. Academic Planning Panels for FYP students (various locations).
1:00 p.m.-6:00 p.m. Academic Advising for FYP and transfer students (faculty offices).

Mon., Aug. 26

8:00 p.m. First registration batch run on APR for FY students.
(Results available at 9:00 p.m.)

Tues., Aug. 27

7:00 a.m. Second registration batch run on APR for FY students.
12:00 p.m. Third registration batch run on APR for FY students.
Tues., 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.
2:00-3:00 p.m. **Drop/Add session for First Year Students**, ODY 140B.
3:00-4:30 p.m. **Open Re-Registration session** for all matriculated students, ODY 140B.

Wed., Aug. 28 8:30 a.m. **Classes begin.**

Wed., 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.

Fri., Aug. 30 3:00 p.m. **First-Year Cup Festival.**

Fri., Aug. 30 **Admissions Visit Day.**

Fri., Aug. 30 Request for **Spring 2014** courses sent to Chairs by Registrar.

Mon., Sept. 2 **Graduate classes begin.**

Tues., Sept. 3 (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.

Wed., Sept. 4 (Tues., Thurs., classes) **Last day to:** (Undergraduate level)
~ **Change sections** within the same course.
~ **Submit the fifth course petition** to the Registrar’s office (due by 4:30 p.m.).
~ **Add a course.**
~ **Drop a course**

NOTE: 1. No record of adds/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 8, 2013, 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. 6 **Last day for Add/Drop.** (graduate level)

Tues., Sept. 10 **Off Campus Programs** application deadline.

Tues., Sept. 10 Deadline for all student evaluations for **SLU Programs Abroad and non-SLU Programs Abroad for the spring semester.**

Fri., Sept. 13 Deadline for submission of new course proposals to the Academic Affairs Committee for Spring 2014 semester.

Fri., Sept. 13 **Augsbury/North Country Scholar Day.**

Thurs., Sept. 19 10:30 a.m. **First-Year Convocation.**
Fri., Sept. 20  ***Corrected final class rosters are due*** through APR.

Fri., Sept. 20  Office of Academic Support begins soliciting ***Early Warnings*** from faculty.

Mon., Sept. 23  ***Course worksheets (1st round)*** for Spring 2014 are due in the Registrar’s Office.

Tues., Sept. 24  ***Deadline*** to apply to CIIS to offer off-campus summer courses.

Tues., Sept. 24  ***Deadline*** to submit to CIIS – applications for travel components for spring semester courses.

Tues., Oct. 1  ***Last day to change to or from pass/fail*** grading option.

Tues., Oct. 1  ***Higher Education Night***, Leithead Field House.

Fri., Oct. 4  ***Honors Reception***.

Fri.-Sun., Oct. 4-6  ***Family Weekend***.

Mon., Oct. 7  ***Names of faculty nominated for promotion*** are due in the Dean’s office, Vilas 103.

Mon., Oct. 7  ***Faculty Large Research Grant proposals*** are due in the Associate Dean for Faculty Affairs office, Vilas 103.

Wed., Oct. 9  Departments must submit to the Registrar, Vilas Hall 117, 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. 11  ***Final grades for Spring and Summer incompletes*** are due in the Registrar’s office. Must be submitted using a Grade Change form (end of 6th full week).

Fri.-Sun., Oct. 11-13  ***Homecoming Weekend***.

Mon., Oct. 14  ***Completed Tenure Files*** are due in Dean’s Office, Vilas 103.

Mon., Oct. 14  ***Admissions Visit Day***.

Mon., Oct. 14  ***Course worksheets (2nd round)*** for Spring 2014 due to the Registrar by noon.


Wed., Oct. 16  ***Spring 2014 Course Schedule*** published and APR available for pre-registration review and advising.

Thurs.-Sun., Oct. 17-20  ***Mid-semester recess***.

Mon., Oct. 21  8:30 a.m.  ***Classes resume***.

Tues., Oct. 22  ***Mid-semester warning grades are due*** by midnight. This deadline is important for the computer run, to inform students of progress to date and for counseling by advisors.
**Advising period** begins for Spring 2014 registration.

**Fall Board of Trustees Meeting.**

**Alumni Council Fall Meeting.**

**Daylight Savings** ends.

**Deadline for Faculty/Staff Recommendation Form for Student Travel Research and Enrichment Grants** through Center for International and Intercultural Studies (CIIS).

**Last day to file a petition to withdraw** from a course (undergraduate level).

**Spring semester book orders** are due at the Bookstore from the faculty.

**Last day for faculty to request a change for a course’s final exam date** from the Associate Dean for Faculty Affairs, Vilas 103.

**Last day to withdraw** from a course (graduate level).

**Admissions Visit Day.**

**Last day to file a petition to withdraw** from a course (graduate level).

**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.

**Web Registration for Seniors and Juniors in APR.**

**Web Registration for Sophomores and First-Years in APR.**

**Thanksgiving Recess begins.**

**Residential buildings close.**

**Residential buildings re-open.**

**Classes resume.**

**Deadline for student evaluations** for India Fall 2013 Program Abroad. Evaluations not turned in by 4:30 p.m. on Friday, Dec. 6th, must be turned in no later than Monday, Dec. 9th at 1:00 p.m.

**Last week of classes.** No final exams, hour exams, or their equivalent are to be scheduled during this period or during Study Recess, December 13th and 14th. Exams begin December 15th. In as much as labs do not have scheduled exam periods, lab practicals may be given during the final week of classes.

**Last day of classes.**

**Board of Trustees Conference Call.**
Fri. & Sat. Dec. 13-14  **Study Recess:** No final exams are to be given.

Sun., 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. 21st, by the Associate Dean for Faculty Affairs, Vilas 103.

Fri., Dec. 20  **Final examinations end.**

Fri., Dec. 20  5:00 p.m.  **Residential Buildings close.**

Sat., Dec. 21  **Winter recess** begins.

**Wed. 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.

Fri., Jan. 3  Suggested **Academic Standing Committee** meeting (Tentative).

Fri., Jan. 10  **Academic Standing Committee** meets to hear appeals for suspended students (Tentative).

Sat., Jan. 18  Noon.  **Residential Buildings re-open.**

Mon., Jan. 20  **Classes begin** spring semester.