

2009-10 ACADEMIC ADMINISTRATION CALENDAR
(Supplement to calendar listed in 2009-10 catalogs)

University Catalog – Undergraduate

Curriculum/program proposals are due in Academic Affairs by October 1, 2009. For inclusion in the 2010-11 catalog, curricula and course description additions/deletions/changes must be approved through the committee structure no later than the December committee meetings.

- I. Academic Affairs forwards catalog copy (**excluding curricula and course descriptions**) to Vice Presidents and Deans for editing.....October 9, 2009
Edited catalog copy to Academic Affairs for compilationNovember 2, 2009
Proof copy to Vice Presidents and Deans for final editing.....November 30, 2009
Final edited copy due in Academic Affairs December 7, 2009
- II. Academic Affairs forwards compiled catalog copy to Deans (**school curricula and course sections only**) for proofing..... February 1, 2010
Final edited copy due in Academic Affairs February 12, 2010
Online catalogs posted to website..... May 1, 2010

Note: Please contact the Graduate Office for deadlines related to composition of the Graduate Catalog.

Grade Reports

- Fall, 2009: (October 9 - 37th day of classes)
Faculty report freshman mid-term grades..... October 9-13, 2009
(Mid-term grades must be posted by 5 p.m. on October 13, 2009)
Last day to drop courses with a “W”November 18, 2009
Faculty report final grades for all studentsDecember 7-16, 2009
(Final grades must be posted by midnight on December 16, 2009)
- Spring, 2010: (March 3 - 37th day of classes)
Faculty report freshman mid-term grades.....March 3-5, 2010
(Mid-term grades must be posted by 5 p.m. on March 5, 2010)
Last day to drop courses with a “W” April 16, 2010
Faculty report final grades for all studentsMay 3-12, 2010
(Final grades must be posted by midnight on May 12, 2010)

Orientation and Assessment Activities

- Orientation and Assessment Activities (summer).....August 1-18, 2009
Assessment Activities week (fall).....October 31 – November 7, 2009
Assessment Activities week (spring).....April 3-10, 2010

Eleventh-Day-of-Class Reports

Fall, 2009:

Eleventh day of classes	September 2, 2009
Teaching Schedule/Office Hours report due in Academic Affairs Office	September 11, 2009

Spring, 2010:

Eleventh day of classes	January 26, 2010
Teaching Schedule/Office Hours report due in Academic Affairs Office	February 5, 2010

Degree Audits (transcript evaluations)

Due in Registrar's Office:

December graduates (2010)	October 9, 2009
May graduates (2011)	March 5, 2010
Summer graduates (2011)	April 2, 2010

Textbook Selection

Deadline for textbook selections for spring, 2010	October 1, 2009
Deadline for textbook selections for summers and fall, 2010	March 1, 2010

Schedule of Course—Undergraduate and Graduate

Spring semester, 2010:

Banner Schedule Training.....	August and September, 2009
Department may begin entering schedule in Banner	August 5, 2009
(Departments may enter schedule July through September 22)	
AAS Spring course recommendations for Ozark Campus due to Department Heads.....	September 11, 2009
Department review of schedule through ARGOS	August - September 22, 2009
Dean of School review course offerings through ARGOS	September 23-29, 2009
Departments make changes with Dean's approval	September 23-29, 2009
Official spring schedule available on web	September 30, 2009

Summer and Fall semesters, 2010:

Banner Schedule Training.....	December, 2009
(Training available as needed)	
Department may begin entering schedule in Banner	December, 2009
(Departments may enter schedule December through February 19)	
AAS Summer and Fall course recommendations for Ozark Campus due to Department Heads.....	February 12, 2010
Department review of schedule through ARGOS	December, 2009 – February 19, 2010
Dean of School review course offerings through ARGOS	February 22-26, 2010
Departments make changes with Dean's approval	February 22-26, 2010
Official summer and fall schedule available on web	March 1, 2010

Early Registration

Early Registration for spring semester, 2010..... November 9-24, 2009
Early Registration for summer terms and fall semester, 2010..... April 5-21, 2010