

2011-12 ACADEMIC ADMINISTRATION CALENDAR  
(Supplement to calendar listed in 2011-12 catalogs)

University Catalog – Undergraduate

**Curriculum/program proposals are due in the Registrar’s Office by October 1, 2011. For inclusion in the 2012-13 catalog, curricula and course description additions/deletions/changes must be approved through the committee structure no later than the December committee meetings. If considered a “cosmetic curriculum change,” then the change must be approved by Academic Affairs and the pertinent reviewers during fall, 2011.**

- I. Academic Affairs forwards catalog copy (**excluding curricula**) to  
Vice Presidents and Deans for editing .....October 14, 2011  
Edited catalog copy to Academic Affairs for compilation .....November 15, 2011
  
- II. Academic Affairs forwards link to online developmental catalog to Deans  
(**college curricula only**) for proofing..... March 1, 2012  
Final edited copy due in Academic Affairs ..... March 15, 2012  
Online catalogs posted to website..... April 1, 2012

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

Grade Reports

- Fall, 2011: (October 12 - 35<sup>th</sup> day of classes)  
Faculty report freshman and sophomore mid-term grades ..... October 12-14, 2011  
(Mid-term grades must be posted by 5 p.m. on October 14, 2011)  
Last day to drop courses with a “W” .....November 28, 2011  
Faculty report final grades for all students .....December 7-14, 2011  
(Final grades must be posted by midnight on December 14, 2011)
- Spring, 2012: (March 2 - 36<sup>th</sup> day of classes)  
Faculty report freshman and sophomore mid-term grades .....March 2-5, 2012  
(Mid-term grades must be posted by 5 p.m. on March 5, 2012)  
Last day to drop courses with a “W” ..... April 19, 2012  
Faculty report final grades for all students .....May 2-9, 2012  
(Final grades must be posted by midnight on May 9, 2012)

Eleventh-Day-of-Class

- Fall, 2011:  
Eleventh day of classes ..... September 8, 2011
- Spring, 2012:  
Eleventh day of classes ..... January 27, 2012

### Degree Audits (transcript evaluations)

#### Due in Registrar's Office:

December graduates (2012) .....	October 14, 2011
May graduates (2013) .....	March 7, 2012
Summer graduates (2013) .....	April 1, 2012

### Textbook Selection

Deadline for textbook selections for spring, 2012 .....	October 1, 2011
Deadline for textbook selections for summers and fall, 2012 .....	March 1, 2012

### Schedule of Course—Undergraduate and Graduate

#### Spring semester, 2012:

Banner Schedule Training.....	July and September, 2011
Department could begin entering schedule in Banner .....	August, 2011
(Departments may enter schedule August through September 22)	
AAS Spring course recommendations for Ozark Campus due to Department Heads .....	September 12, 2011
Department review of schedule through ARGOS .....	August - September 22, 2011
Dean of College review course offerings through ARGOS.....	September 23-29, 2011
Departments make changes with Dean's approval .....	September 23-29, 2011
Official spring schedule available on web .....	September 30, 2011

#### Summer and Fall semesters, 2012:

Banner Schedule Training.....	December - February, 2011
(Training available as needed)	
Department may begin entering schedule in Banner .....	January, 2012
(Departments may enter schedule January through February 22)	
AAS Summer and Fall course recommendations for Ozark Campus due to Department Heads .....	February 8, 2012
Department review of schedule through ARGOS .....	January, 2012 – February 22, 2012
Dean of College review course offerings through ARGOS.....	February 23-29, 2012
Departments make changes with Dean's approval .....	February 23-29, 2012
Official summer and fall schedule available on web .....	March 1, 2012

### Early Registration

Early Registration for spring semester, 2012.....	November 7-22, 2011
Early Registration for summer terms and fall semester, 2012.....	April 2-18, 2012