

Academic Operating Calendar

AUGUST 2009

- 01 Deadline for submitting nominations for Alumni Association Awards Ceremony in spring 2010.
- 03 Spring (101) schedules mailed to departments for final proof.
- 06-07 New Chairs/Directors Orientation, Alumni Center, Room 116
- 07 Summer session ends.
- 07 Last day of employment for summer work-study recipients.
- 08 First day students may earn fall work-study eligibility.
- 08 Degree granted date for 2009 summer session.
- 10 Any academic resignations or payroll additions/changes (including summer pay and graduate assistants) must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 New Faculty Orientation, Old Main, Bone Student Center.
- 10-14 Faculty prep week, Instructional Technology & Development Center.
- 10-16 Registration and program. changes (see www.registrar.ilstu.edu) for fall semester 2009.
- 11 Grades are submitted online by 12:00 noon using iCampus portal.
- 11 Grade processing for summer session 2009.
- 12 Fall semester faculty assignments are due in the Office of Scheduling, 107 Moulton or enter via web.
- 12 Financial Aid recipients' satisfactory academic progress for summer session is evaluated. Students below the 67% credit completion requirement will receive a warning. Financial aid will be suspended for students whose attempted credit hours exceed 150% of program. length. Students have 30 days to appeal.
- 12-13 One Stop Shop, Bone Student Center
- 12-16 New Student Orientation . . . "Passages".
- 14 Written reports are due from faculty who had sabbatical leaves during the previous spring semester or for the preceding academic year in the offices of the college dean and department chairperson. (See sabbatical leave request form for details.)
- 14 Final updated course section file for summer session returned to the Office of Scheduling, 107 Moulton.
- 14 Final proofed spring (101) schedules are returned to the Office of Scheduling, 107 Moulton.

AUGUST 2009 (Continued)

- 15 Human Resources notifies NTT faculty whether they have or have not changed from probationary status prior to beginning of the semester following completion of probation period.
- 16 Last day to officially withdraw from the University and be eligible to receive a full refund.
- 17 Office of the Provost issues call for nominations for Distinguished Professor appointments. Nominations are due to the college deans by September 25, 2009.
- 17 Fall semester classes begin.
- 17 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 17-21 Late registration and program change.
- 18 Honors Program. Informational Meeting, 5:00 p.m., Schroeder Hall, Room 242.
- 20 Festival ISU.
- 21 First installment of tuition and fees due.
- 21 Summer (102) class schedules sent to departments/schools.
- 22-28 Registration open for course drops and Department approved course adds. Registration override permission must be entered via the registration override system.
- 26 New faculty applications for group insurance are due in Human Resources, Benefits Section, 101 Nelson Smith Building, Campus Box 1300.
- 26 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 26 Departments proof spring (101) schedule copy in person, 9:00 a.m. - 4:00 p.m., Office of Scheduling, 107 Moulton.
- 28 Tenth day of the semester.
- 28 Last day to withdraw from a course without a withdrawal grade.
- 28 Last day for an undergraduate student to put a course on the Credit/No Credit (Pass/Fail) option.
- 28 Last day to put a course on the audit basis.
- 31 Outside Employment Annual Report Forms (Pers 928) due in the Office of the Provost (required of tenured or tenure track faculty members and administrative professionals). Forms can be obtained on the Office of the Provost website (www.provost.ilstu.edu).
- 31 Progress reports (SSA 21) are run.
- 31 Fifteenth Calendar Day. Enrollment Reporting (Census Day).

AUGUST 2009 (Continued)

- 31 Last day to withdraw from the University and be eligible to receive a refund of tuition and fees, less a \$30.00 service charge.
- 31 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.

SEPTEMBER 2009

- 01 Applications for Presidential and University Scholarships mailed (this is on-going Sept-Dec).
- 01 Preferred filing period begins for fall 2010 applications for undergraduate admission.
- 01 Deadline for International undergraduates applying for Spring 2010.
- 01 Admissions Office fall recruitment initiative begins.
- 01 Plan of Study and Thesis/Dissertation Proposal approval forms are due in the Graduate School, 309 Hovey Hall, for graduate students who plan to graduate in December.
- 01 Last day for graduate students to apply and pay fee in the Graduate School, 309 Hovey Hall, for graduation in December.
- 02 Progress reports (SSA 21) are distributed to academic departments.
- 04 Last day to accept items for final audit for August 2009 undergraduate candidates for graduation.
- 07 Labor Day holiday. University offices will be closed.
- 08 Graduate Council meeting
- 09 Academic Senate meeting, 7:00 p.m., Old Main Room - Bone Student Center.
- 09 Graduate coordinators' meeting
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 11 Completed applications for the Outstanding University Service Awards and Service Initiative Awards are due from departments/schools to college deans.
- 11 Last day for an undergraduate student to drop the credit/no credit option from a first-half semester course.
- 11 Last day to withdraw from a first-half semester course with a withdrawal (WX) grade.
- 11 Last day for undergraduate students to apply and pay fee for graduation in December.
- 11 Enrollment reporting and independent study files for the fall semester are due in the Office of Scheduling, 107 Moulton.
- 14 Senior State Institutional Counselor Articulation Conference, Brown Ballroom, Bone Student Center.
- 14 New sequence and graduate level certificate proposals for inclusion in 2010-2011 Graduate Catalog are due to the Graduate School, 309 Hovey Hall.

SEPTEMBER 2009 (Continued)

- 14 Program proposals for new or deleted minors, sequences requiring Academic Senate approval to the Office of the University Registrar, Campus Box 2202, attn: Undergraduate Catalog Editorial Asst., for presentation to the University Curriculum Committee (UCC) for inclusion in the 2010-2012 Undergraduate Catalog.
- 14 New 300-level course proposals for dual level (undergraduate and graduate) credit for the 2010-2012 Undergraduate Catalog and the 2010-2011 Graduate Catalog to the Office of the Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant.
- 14 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 14 Original drafts of summer (102) schedules due in the Office of the Provost, 410 Hovey. Faculty assignments may be entered via the web until January 5.
- 15 State of the University Address, 2:00 p.m.
- 15 Sabbatical, non-sabbatical, and educational leave requests (Pers 917) are due in the office of the department chairperson. Forms available on the Human Resources website.
- 16 Last day to be eligible to receive a partial refund for a reduction in class load.
- 18 Second installment of tuition and fees due.
- 19 Alumni Association Annual Meeting, Alumni Center, 9:00 a.m.
- 21 iCampus grade submission available for entering academic progress alert grades. Grades due at 12:00 p.m. System remains available until 4:00 p.m., October 2.
- 21 Completed Outstanding University Teacher Award applications are due from departments to the office of their respective college dean.
- 21 Projected mailing date for diplomas, August 2009 Undergraduates.
- 23 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 24 Community College Counselor Day, Bone Student Center.
- 25 Applicants for the Outstanding University Researcher and Research Initiative Awards submit their completed application materials to their respective college offices by the end of the working day.
- 25 Nominations for Distinguished Professor appointments due to College Deans.
- 26 Fall Open House, Bone Student Center.
- 28 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall
- 29 Graduate course proposals (new or revised 400- and 500-level) for inclusion in *2010-2011 Graduate Catalog* are due in Graduate School Office, 309 Hovey Hall. Courses must be submitted according to format available in the Graduate School.

SEPTEMBER 2009 (Continued)

- 29 List of 400 & 500 level courses marked for catalog deletion sent to departments and schools. Requests for extensions are due December 11, 2009, to the Graduate School, Campus Box 4040, Hovey Hall 309.

- 29 Proposals for revisions to degree programs, sequences, and graduate-level certificates are due in the Graduate School, 309 Hovey Hall, for inclusion in the *2010-2011 Graduate Catalog*.

OCTOBER 2009

- 01 Deadline for International Graduate applications for Spring 2010 (most graduate programs have earlier deadlines).
- 01 Sabbatical, non-sabbatical, and educational leave requests are due in the office of the college dean, with approval or non-approval of department chairperson indicated.
- 01 The Spring Semester 2010 Course Offerings and planner are available on the iCampus portal and ISU website.
- 01 New 100- and 200-level undergraduate course proposals for the *2010-2012 Undergraduate Catalog* to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for presentation to the UCC. Proposals must have previous approval from department and college curriculum committees and the Council for Teacher Education (for teacher education programs).
- 01 New 300-level course proposals for the *2010-2012 Undergraduate Catalog* to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for presentation to the UCC.
- 01 Program proposals for revised majors, minors, sequences for the *2010-2012 Undergraduate Catalog* to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for presentation to the UCC. Proposals must have previous approval from Department and College Curriculum Committees and the Council for Teacher Education (for teacher education programs).
- 01 Fall (104) class schedules requested (due November 2).
- 02 Deadline for Homecoming Parade Entries, 4:00 p.m.
- 02 Academic progress alert grades are due to be submitted on the iCampus portal grade submission system by 12:00 p.m. (noon).
- 05 Academic progress alert grade reports are available online via iCampus portal at 1:00 p.m.
- 05 Advance registration for the spring semester 2010 begins.
- 07 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 09 Last day for an undergraduate student to drop the credit/no credit option from a full semester course.
- 09 Last day to withdraw from a full semester course with a withdrawal (WX) grade.
- 09 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 09 Ranked nominations for Distinguished Professor appointments are due from the college deans to the Office of the Provost.

OCTOBER 2009 (continued)

- 09 College deans submit nominations and completed application materials for the Outstanding University Researcher and Research Initiative Awards, to the Associate Vice President for Research, 310 Hovey Hall, by the close of the working day.
- 09 Ranked applications (from colleges) and nominations for the Outstanding University Service Awards and Service Initiative Awards are due to the Office of the Provost with complete documentation as requested in the Service Awards Guidelines.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 First-half semester ends.
- 12 Second-half semester begins.
- 12 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 12 Fall Open House - Columbus Day - Bone Student Center.
- 12-18 Homecoming Week.
- 14 "Spread the Red Spirit Day", Faculty/Staff luncheon, Brown Ballroom, 11:30 a.m.
- 15 Sabbatical, non-sabbatical, and educational leave requests are due in the Office of the Provost, 401 Hovey Hall. Requests must be signed by the department chairperson/school director and the college dean. Dean should indicate approval or non-approval and the priority order of the awards.
- 15 DFSC/SFSC circulates notice that faculty promotion and tenure submissions are due no later than October 30, 2009.
- 15 List of 100, 200 and 300-level courses marked for catalog deletion sent to departments and schools. Requests for extensions are due November 16, 2009, to Undergraduate Catalog Editorial Assistant, Campus Box 2202, Moulton 101C.
- 15 Last day to withdraw from a second-half semester course with no withdrawal grade assigned.
- 16 Textbook requirements for spring semester should be entered into the computerized Illinois State Textbook Order System.
- 16 Third installment of tuition and fees payment is due. This must be paid to be eligible to advance register for spring semester.
- 16 Transfer Registration Program, Bone Student Center Prairie Room, 7:30 a.m.

OCTOBER 2009 (continued)

- 16-18 Homecoming Weekend.
- 16 Torchlight Parade, 5:45 p.m.
- 16 Homecoming Bonfire/Pep Rally, 8:15 p.m., Circle Drive north of Redbird Arena.
- 16 Homecoming Luncheon, 12:00 p.m., Brown Ballroom, Bone Student Center.
- 17 Honors Program Homecoming Open House, 9:00 a.m.
- 17 5K run, 7:00 a.m.
- 17 Homecoming parade, 9:30 a.m.
- 17 Uptown and Gown Gala, Marriott Hotel, Uptown Normal, 7:00 p.m.
- 19 Outstanding University Teacher Award application materials of final college nominees are due from the college offices to the Chair of the University Teaching Committee (Patrick O'Sullivan, Director, Center for Teaching, Learning & Technology, Campus Box 6370).
- 19 Last possible date to deposit dissertation in the Graduate School for format check, for a December 2009 Graduation.
- 20 Graduate Council meeting
- 21 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 22 Associate Vice President for Research distributes application materials for the Outstanding University Researcher and Research Initiative Awards to the University Research Council members.
- 23 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 26 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 27 Final fall installment of tuition and fee bills mailed
- 30 "You Can Do ISU", Bone Student Center
- 30 Candidates for promotion and tenure must file application materials. In those situations in which a faculty member chooses to extend a shortened probationary period, notification to add the credited years shall be made prior to October 30 of year of summative review.
- 30 Departmental nominations of newly recommended members of Graduate Faculty are due in Graduate School, 309 Hovey Hall.
- 31 *2010-2011 Graduate Catalog* copies due to the Graduate School, 309 Hovey Hall. Material previously mailed to department chairpersons/school directors October 15.

NOVEMBER 2009

- 01 Deadline for spring 2010 admission applications for new undergraduate students.
- 01 Deadline for former Illinois State University undergraduate students to apply for spring 2010 admission.
- 02 Fall (104) class schedules due to Office of Scheduling, 107 Moulton. Faculty assignments may be entered via the web.
- 04 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 04 Advance registration for the spring semester 2010 ends.
- 05 Last day for dissertation oral defense.
- 06 Last day to file dissertation copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in December.
- 06 Undergraduate catalog copies due to Undergraduate Catalog Editorial Asst., Campus Box 2202, 101C Moulton Hall; Material previously mailed to departments and schools October 16.
- 06 Last day to withdraw from a second-half course with a withdrawal grade (WX).
- 06 Last day for undergraduate students to drop the credit/no credit or audit option from a second-half semester course.
- 06 Last day to officially withdraw from the University.
- 06-08 Family Weekend.
- 08 University Scholarship Awards Ceremony, Brown Ballroom, 2:00 p.m.
- 09 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Healthy You Healthy Earth, 10:00 a.m. – 3:00 p.m., Brown Ballroom, Bone Student Center.
- 11 Veteran's Day Open House, Bone Student Center.
- 13 Fourth and final installment of tuition and fees payment is due.
- 13 Each DFSC/SFSC circulates to faculty members a request to submit reports on their activities and accomplishments in 2009 for purposes of evaluation. (Reports due by January 4, 2010)

NOVEMBER 2009 (Continued)

- 13 DFSC/SFSC notify promotion and tenure candidates in writing of intended recommendations at least 10 days before submitting these recommendations to CFSC to provide opportunity, if requested, for the candidate to meet with the committee to discuss these recommendations.
- 15 Preferred filing period ends for Summer/Fall 2010 undergraduate admission.
- 16 Last possible date to deposit thesis in the Graduate School for format check for a December 2009 graduation.
- 17 Graduate Council meeting.
- 18 Graduate Coordinators' meeting.
- 18 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 21-29 Thanksgiving break – No Classes (break begins November 22, 2009, Noon).
- 26 Thanksgiving holiday. University offices will be closed.
- 27 Floating holiday. University offices will be closed.
- 30 Classes resume.
- 30 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall.
- 30 Academic Senate Executive Committee Meeting, 4:00 p.m., 419 Hovey.

DECEMBER 2009

- 01 Department Chairs/Directors, Supervisors or designee will provide NTT faculty letters stating tentative load assignments as early as feasible. While not a requirement, the goal will be to notify full-time non-probationary faculty by December 1 for spring semester.
- 01 Announcement of the recipients of the Outstanding University Researcher and Research Initiative Awards.
- 01 Registration and program. changes for spring semester 2010 begin. (See www.registrar.ilstu.edu.)
- 01 Undergraduate and graduate tuition waiver changes for first semester, if any, must be assigned and the Financial Aid Office notified.
- 01 **Last day** to award undergraduate and graduate tuition waivers for the **fall semester**. Financial Aid Office must be notified. Any undergraduate/graduate dollars remaining in the total annual allocations for each college will be carried forward and available for tuition waiver awards in remaining terms for the academic year.
- 01 Deadline for spring session GA paperwork to Human Resources, 101 Nelson Smith, Campus Box 1300 for students to avoid tuition billing.
- 03 Last Day for thesis oral defense.
- 04 Center for Teaching, Learning & Technology New Faculty Luncheon
- 04 Last day to file thesis copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in December.
- 05 Last day of fall classes.
- 07-11 Evaluation and review period.
- 08 Departments/Schools/Colleges are requested to notify the Provost's Office of non-reappointment decisions regarding faculty members in their second academic year of service.
- 09 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 11 Incomplete grade (I) for a graduate student who plans to complete requirements for a degree in December 2009 must be cleared by forwarding a change of grade form to 2207 Academic Records, 107 Moulton.
- 11 Fall semester ends.
- 11 Last day a fall graduate may earn Federal Work-Study.
- 12 Spring semester registration and program change concludes.

DECEMBER 2009 (continued)

- 12 Degree granted date for 2009 fall semester.
- 12 December Commencement ceremonies.
- 15 DFSC/SFSC recommendations for promotion and tenure reported to candidates and to the CFSC.
- 15 Non-reappointment notification by Provost to second-year candidates. This recommendation for non-reappointment originates with the DFSC/SFSC in consultation with the Dean.
- 15 Honors Program application deadline for current/transfer students for spring semester.
- 15 First billing for spring semester sent.
- 15 All grades are due to be submitted on the iCampus portal grade submission system by 12:00 noon.
- 15 Grade processing for the fall semester 2009.
- 16 Financial Aid recipients' satisfactory academic progress for fall session is evaluated. Students below the 67% credit completion requirement will receive a warning. Financial aid will be suspended for students whose attempted credit hours exceed 150% of program length. Students have 30 days to appeal.
- 16 Progress reports (SSA 21) are run.
- 16 Fall semester grades available on iCampus after 1:00 p.m.
- 17 Mailing of grades to extension students, and any student who has requested that grades are mailed to them.
- 18 Progress reports (SSA 21) are distributed to academic departments.
- 24 Floating holiday. University offices will be closed.
- 25 Official Christmas holiday. University offices will be closed.
- 28 Floating Holiday, University offices will be closed.
- 29 Administrative Closure, University offices will be closed.
- 30 Administrative Closure, University offices will be closed.
- 31 Floating Holiday, University offices will be closed.
- Budget submission at previous year's level. Administrators will be allowed to alter budget lines, but must stay within the overall total for the previous year. Additional submission(s) may be solicited at various stages of the budget and appropriation process.

JANUARY 2010

- 01 First day to file Free Application for Federal Student Aid (FAFSA) or at www.FAFSA.com for Academic Year 2010-2011.
- 01 New Year's Holiday. University offices will be closed.
- 04 Proposals for new degree programs or any curricular proposals requiring Academic Senate and Board of Trustees/IBHE approval due in the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for inclusion in *2012-2014 Undergraduate Catalog*.
- 04 Deadline for petition from students requesting consideration for reinstatement for 2010 spring semester, Office of Enrollment Management and Academic Services, Visor Center.
- 04-08 Faculty prep week, Instructional Technology and Development Center 108.
- 04-10 Registration and program. changes for spring semester 2010 (See www.registrar.ilstu.edu).
- 05 Faculty members eligible for performance evaluation salary increment must submit file in support of their request for performance evaluation adjustment.
- 05 Post-tenure review faculty members must submit their materials.
- 05-29 Each DFSC/SFSC: (1) reviews faculty reports; (2) makes decisions on performance and (3) as required, provides post-tenure evaluations of faculty members.
- 06 Summer (102) and fall (104) schedules are mailed to departments for final proof.
- 06 Spring semester faculty assignments due in the Office of Scheduling, 107 Moulton.
- 06 University Teaching and Learning Symposium, TBA
- 08 Presidential Scholarship 2010 application deadline.
- 08 University Scholarship 2010 application deadline.
- 08 First installment due for spring semester tuition and fees.
- 08 Final proofed summer (102) and fall (104) schedules returned to the Office of Scheduling, 107 Moulton.
- 09 Alumni Association Board of Directors Meeting, Alumni Center, 9:00 a.m.
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Last day to withdraw from the University and receive a full refund.

JANUARY 2010 (continued)

- 11 Spring semester classes begin.
- 11 First day a student admitted for the spring semester may earn Federal Work-Study.
- 11 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 11-15 Late registration and program change.
- 13 Plans of Study and Thesis/Dissertation Proposal approval forms due in the Graduate School, 309 Hovey Hall, for graduate students who plan to graduate in May.
- 13 Last day for graduate students to apply and pay the fee in the Graduate School, 309 Hovey Hall, for graduation in May or for those August 2010 anticipated Master's graduates that plan to participate in May commencement ceremony.
- 16 Human Resources notifies NTT faculty whether they have changed or not changed from probationary to status prior to the beginning of the semester following completion of the probation period.
- 16-25 Registration open for course drops and Department approved course adds. Registration override permission must be entered via Registration Override System.
- 18 Martin Luther King, Jr. Day. No classes and University offices will be closed.
- 20 Departments proof summer (102) and fall (104) schedule copy in person, 9:00 a.m. – 4:00 p.m., Office of Scheduling, 107 Moulton.
- 20 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 22 Last day to accept items for final audit for a December 2009 undergraduate candidate for graduation.
- 22 Last day to order regalia for the Founders Day Convocation.
- 25 Tenth day of the semester.
- 25 Last day to withdraw from a course without a withdrawal grade.
- 25 Last day to put a class on the audit basis.
- 25 Last day for an undergraduate student to put a course on the credit/no credit option.
- 25 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 25 Fifteenth Calendar Day. Enrollment reporting (Census Day).
- 25 Last day to withdraw from the University and be eligible to receive a refund of all tuition and fees less a \$30.00 service charge.
- 28 Progress reports (SSA 21) are distributed to academic departments.

JANUARY 2010 (continued)

- 29 DFSC/SFSC must notify candidate of intended recommendations for performance evaluations to allow 10 days notice before recommendations reported to CFSC on February 15, 2010.
- 29 CFSC notifies candidates of intended promotion and/or tenure recommendations and provides opportunity, if requested, for candidates to meet with the committee.
- Freshman Information Nights – Regional Sites Statewide (January-mid-March).

FEBRUARY 2010

- 01 Bone Scholar nominations from departments due to Honors Program.
- 03 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 05 Second installment due for tuition and fees.
- 05 Summer faculty assignments to generate summer worksheets for the Human Resources Office are due in the Office of Scheduling, 107 Moulton.
- 05 Last day for undergraduate student to drop the credit/no credit option from a first half semester course.
- 05 Last day to withdraw from a first half semester course with a withdrawal (WX) grade.
- 05 University Scholars Campus visit/interviews.
- 05 Enrollment reporting update and Independent Study files for spring is due in the Office of Scheduling, 107 Moulton.
- 08 Proposals for new degree programs due in Graduate School office for inclusion in *2011-2012 Graduate Catalog*.
- 08 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 09 Graduate Council meeting.
- 09 Presidential Scholars Campus visit/interviews.
- 10 Any academic resignation or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report Graduate Assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Graduate Coordinators' meeting.
- 12 Last day for undergraduate students to apply and pay fee for graduation in May.
- 12 Presidential Scholars Campus visit/interviews.
- 15 DFSC/SFSC transmits final recommendation for performance evaluation review to candidate and CFSC.
- 15 DFSC/SFSC must inform faculty member of post-tenure review evaluation and, if applicable, plan for remediation.
- 15 iCampus grade submission system available for entering academic progress alert grades.
- 15 Diploma projected mailing date for December 2009 graduates.
- 17 Academic Senate meeting, 7:00 p.m., Bowling & Billiards Center, Activity Room

FEBRUARY 2010 (Continued)

- 18 Ringing of the Old Main Bell, 10:00 a.m.
- 18 Founders Day Convocation, Brown Ballroom, Bone Student Center, 2:00 p.m.
- 19 Alumni Association Awards program, Alumni Center, 6:00 p.m. Cocktails, 6:30 p.m. Dinner.
- 22 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 22 University Teaching Committee issues call for nominations for Outstanding Teacher Awards and the Outstanding Service Awards. Program information and guidelines are distributed.
- 23 Departments/Schools/Colleges are requested to notify the Provost's Office of non-reappointment decisions regarding faculty in their first year of service.
- 25 Last day for faculty to request meeting with DFSC/SFSC to consider post-tenure five-year review and, if applicable, plan for remediation.
- 26 Academic progress alert grades are due to be submitted on the iCampus portal grade submission system by Noon. System will remain open until 4:00 p.m.
- Election of faculty senators is conducted in each college. Elections held during last week of February. New senators are seated at the first meeting in May.
- Academic Senate Chairperson sends notice to departments requesting nominees for the Academic Freedom Ethics and Grievance Committee, and Panel of Ten (for election at the last Academic Senate meeting in April).
- Academic Senate office informs College Election Committee chairpersons of April 15 deadline for election of University Review and Faculty Review Committee members held in each college.

March 2010

- 01 Non-reappointment notification by Provost to first-year candidates, if any. This recommendation for non-reappointment originates with the DFSC/SFSC in consultation with the Dean.
- 01 CFSC recommendations for promotion and tenure reported to Provost, DFSC/SFSC, and candidate.
- 01 All Appeals of DFSC/SFSC performance evaluation recommendations must be filed with the CFSC.
- 01 Deadline for International undergraduate students to apply for summer/fall 2010.
- 01 Honors Program. First Year Scholarship deadline for new freshmen entering in the fall semester.
- 01 Deadline for new freshman and transfer applications for summer/fall 2010 semester.
- 01 Guideline due date for graduate applications which do not have an earlier deadline.
- 01 Preferential filing date for 2010-2011 financial aid applications.
- 01 Summer 2010 and fall 2010 Course Planners are available on the iCampus portal.
- 01 Academic progress alert grades are available on-line via the iCampus portal at 1:00 p.m.
- 01 Open House - Pulaski Day - Bone Student Center.
- 02 Textbook requirements for summer session should be entered into the computerized Illinois State Textbook Order System.
- 03 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 05 Third installment of tuition and fees due. Must be paid to advance register.
- 05 Last day to withdraw from a full semester course with a withdrawal (WX) grade.
- 05 Last day for an undergraduate student to drop the credit/no credit option from a full semester course.
- 06 First half of semester ends.
- 06 Spring vacation begins at noon.
- 08 DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member on post-tenure five-year review.
- 08 Deans submit planning documents/budget requests to the Provost.
- 08-12 Spring Institute, CTLT
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.

MARCH 2010 (Continued)

- 13 Department Chairs/Directors, supervisors or designee will provide NTT faculty letters stating tentative load assignments. While not a requirement, the goal will be to notify full-time non-probationary faculty by May 15 for the fall semester.
- 15 In the event of a negative recommendation by the CFSC, a faculty candidate who wishes a University-wide appeal of his/her credentials must file a request for a review by the Faculty Review Committee (FRC).
- 15 Applicants wishing a university-wide appeal of promotion and tenure decisions must file request for review by Faculty Review Committee.
- 15 Last possible date to deposit dissertation in the Graduate School, 309 Hovey Hall, for format check for May 2010 graduation.
- 15 Applications for the Community College Transfer Scholarship mailed.
- 15 Preview invitations mailed to all who paid enrollment deposit fee.
- 15 Second half of semester begins.
- 15 Classes resume.
- 15 Advance registration begins for the summer session 2010 and the fall semester 2010.
- 15 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 16 Graduate Council meeting.
- 17 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 18 Last day to withdraw from second-half semester course with no withdrawal grade assigned.
- 19 Provost's recommendation for non appealed candidates must be reported to the President, CFSC Chairperson, DFSC/SFSC Chairperson/Director, and candidate.
- 22 Cumulative post-tenure review written notice of appeal due to CFSC Chairperson.
- 23 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 23-24 Academic Affairs Planning & Budget Presentation, 8:00 a.m. – Noon, Old Main Room, Bone Student Center
- 24 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center
- 26 Graduate Research Symposium, Bone Student Center.
- 26 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 27 Alumni Association Board of Directors Meeting, Alumni Center, 9:00 a.m.
- 29 Spring Open House, Bone Student Center.

MARCH 2010 (Continued)

- 29 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 31 Textbook requirements for the fall semester should be entered into the computerized Illinois State Textbook Order System.
- 31 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate.
- 31 Written reports are due from faculty who had sabbatical leave during the previous semester in the offices of the college dean and department chairperson. (See sabbatical leave form for details.)

APRIL 2010

- 01 Deadline for former Illinois State University undergraduate students to apply for readmission for summer/fall semester 2010.
- 01 Deadline for new undergraduate transfer student applications for summer/fall 2010.
- 01 Priority filing period for spring 2011 undergraduate applicants begins.
- 01 Last day for dissertation oral defense.
- 01 Spring (111) class schedules requested. Due July 1.
- 01 Computer version of catalog update due in the Office of Scheduling, Moulton 107.
- 01 Deadline for International Graduate students applying for Summer 2010 (not all programs offer summer admission and some departments have earlier deadlines).
- 02 Deadline for summer session GA paperwork to Human Resources, 101 Nelson Smith, Campus Box 1300, in order to avoid tuition billing.
- 02 Last day to file dissertation copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in May.
- 02 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 07 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 09 Final installment of tuition and fee payment is due.
- 09 Deadline for Community College Transfer Scholarship.
- 09 Last day for student to drop the credit/no credit or audit option from a second-half semester course.
- 09 Last day to withdraw from a second-half course with a withdrawal grade (WX).
- 09 Last day to officially withdraw from the University.
- 09 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 12 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 12 Last possible date to deposit thesis in the Graduate School for format check for May 2010 graduation.
- 13 Honors Program information meeting, 5:00 – 6:00 p.m., TBA.

APRIL 2010 (Continued)

- 13 Graduate Council Meeting.
- 14 Graduate Coordinators meeting.
- 15 Each CFSC shall submit to each appellant faculty member and the appropriate DFSC/SFSC a written report that describes the disposition of the cumulative post-tenure review appeal.
- 15 Deadline for election of CFSCs, University Review Committee, and Faculty Review Committee.
- 15 The FRC must complete its review of promotion and tenure appeals and report to the President, Candidates, DFSC/SFSC, CFSC and Provost.
- 15 Honors Program application deadline for new freshman students for fall semester.
- 16 Advance registration ends for the summer session 2010 and the fall semester 2010.
- 16 Undergraduate Research Symposium, Bone Student Center.
- 18 Human Resources should be notified of Civil Service employees scheduled for layoff and the dates of the layoff period.
- 20 Fulbright Scholarship Student Information Meeting, TBA.
- 20 Initial tuition and fee billing mailed for summer session 2010.
- 21 New senator orientation, 5:30 p.m., Founders Suite, Bone Student Center
- 21 Faculty Caucus, 6:15 p.m., Founders Suite
- 21 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 23-24 Gamma Phi Circus.
- 23-25 Sibling Weekend.
- 26 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 26 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall.
- 29 Annual Faculty/AP/CS Retirement Dinner, University Residence.
- 29 Last day for thesis oral defense.
- 30 Provost's decision for appealed cases must be reported to the President, Candidate, DFSC/SFSC & CFSC.
- 30 First Year Faculty end of year luncheon, TBA.

APRIL 2010 (Continued)

- 30 Each CFSC submits its annual promotion and tenure report, evaluation report, and post-tenure review report to the College Council and to the URC.
- 30 Deadline for election of DFSC/SFSCs.
- 30 Last day to award/make changes to undergraduate and graduate Tuition Waivers for the spring semester. Financial Aid Office must be notified. Any dollars remaining in the total annual allocation for each college will be carried forward and available for tuition waiver awards in remaining terms for the academic year.
- TBD Springfest on the Quad.
- Academic Operating Calendar data returned to the Office of the Provost.

MAY 2010

- 01 Evaluations for eligible NTT faculty must be completed by department chair/director. A signed copy of the written evaluation shall be forwarded to Human Resources, Campus Box 1300, for the NTT's personnel file.
- 01 Fifth-year review of College Standards or in the interim, proposed revisions to College Standards must be submitted to the URC.
- 01 Enrollment confirmation and deposit due for new freshmen.
- 01 Deadline for International Graduate students applying for Fall 2010 (some departments have earlier deadlines).
- 01 Summer session May payroll information due in Human Resources, 101 Nelson Smith, Campus Box 1300.
- 01 Last day to file thesis in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in May.
- 01 Last day of spring semester classes.
- 03 iCampus portal reopens for summer session 2010 registration.
- 03 University Outstanding Teaching Award nominee names due to Center for Teaching, Learning & Technology from departments/schools.
- 03 Departments/schools/colleges are requested to notify the Provost's Office of non-reappointment decisions regarding faculty in their second and subsequent year of service that their last date of employment will be May 15, 2011.
- 03-07 Evaluation and review period.
- 05 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center. Seating of new Academic Senate, election of officers and members of Executive Committee.
- 07 Incomplete grade (I) for a graduate student who plans to complete requirements for a degree in May 2010 must be cleared by forwarding a change of grade form to 2207 Academic Records, 107 Moulton.
- 07 Proofed course faculty file returned to the Office of Scheduling, 107 Moulton.
- 07 Spring semester ends.
- 07 One Hundred Fifty-First Annual Commencement.
- 07 Final day for students to earn Federal Work-Study funds for second semester.
- 08 One Hundred Fifty-First Annual Commencement.
- 08 Degree granted date for spring 2010.

May 2010 (Continued)

- 08 First day for students to earn Federal Work-Study funds for summer semester.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 May Interim Session begins.
- 11 All grades are due to be submitted on the iCampus portal grade submission system by 12:00 noon.
- 11 Grade processing for spring semester 2010.
- 11 Summer Institute for the 21st Century Educator commences.
- 12 Last day for graduate students to apply and pay fee in the Graduate School, 309 Hovey Hall, for graduation in August.
- 12 Plans of Study and Thesis/Dissertation Proposal approval forms are due in the Graduate School, 309 Hovey Hall, for graduate students who plan to complete degree work in the summer session.
- 12 Progress reports (SSA 21) run.
- 12 Spring semester grades available from iCampus portal after 1:00 p.m.
- 12 Financial aid recipients' satisfactory academic progress is evaluated. Summer and fall financial aid will be suspended for students below the 67% credit completion requirements or whose attempted hours exceed 150% of program length. Students have 30 days to appeal.
- 13 Spring semester 2010 grade reports for extension students and those who requested them are mailed to the students' home addresses.
- 14 Progress reports (SSA 21) are distributed to academic departments.
- 14 Notification of promotion and tenure decisions by President to candidates, CFSC Chairperson, DFSC/SFSC Chairperson and the Provost.
- 14 Non-reappointment notification by Provost for second-year and subsequent year candidates, if any. This recommendation for non-reappointment originates with DFSC/SFSC in consultation with the Dean.
- 17 Summer session begins (courses have a variety of start/end dates within summer session).
- 20 Deadline for petition from students requesting consideration for reinstatement for 2010 summer semester, Office of Enrollment Management and Academic Services, Visor Center.
- 28 May Interim Session ends.
- 31 Memorial Day holiday. University offices will be closed. No classes.
- TBD Half Century Club Spring Reunion

JUNE 2010

- 01 Preview begins, Tentative
- 01 Deadline for petition from students requesting consideration for reinstatement for 2010 fall semester, Office of Enrollment Management and Academic Services, Visor Center.
- 01 iCampus portal opens for registration and program change for fall semester 2010.
- 04 Last day to accept items for final audit for May 2010 undergraduate candidates for graduation.
- 05 Alumni Association Board of Directors meeting, Alumni Center, 9:00 a.m.
- 10 Any academic resignations or payroll additions/changes (including summer pay) must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 11 Last day for undergraduate students to apply and pay fee for graduation in August.
- 14 Last possible day to deposit dissertation in the Graduate School for format check for graduation in August.
- 22 Projected diploma mailing date for May 2010 undergraduates.
- 30 Deadline for fall semester GA paperwork to Human Resources, 101 Nelson Smith, Campus Box 1300, in order for student to avoid tuition billing.
- Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center, on call.

JULY 2010

- 01 Honors Program application deadline for current/transfer students for fall term.
- 01 Original drafts of spring (111) schedules due in the Office of Scheduling.
- 01 Last day for dissertation oral defense.
- 02 Last day to file dissertation copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in August.
- 03 Last day to file thesis copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in August.
- 05 Independence Day holiday. University offices will be closed. No classes.
- 10 Any academic resignations or payroll additions/changes (including summer pay) must be submitted to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 101 Nelson Smith, Campus Box 1300.
- 09 Summer Open House I - Bone Student Center.
- 12 Last possible day to deposit thesis in the Graduate School, 310 Hovey Hall, for format check for August 2010 graduation.
- 16 Summer Open House II, Bone Student Center.
- 17 Preview ends, Tentative
- 26 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall
- 29 Last day for thesis oral defense.
- 31 Preferred filing ends for Spring 2011 Undergraduate applicants.
- 31 Last day to award undergraduate and graduate tuition waivers for the FY09 year or academic year. Financial Aid Office must be notified. Any undergraduate/graduate dollars remaining in the total annual allocations for each college will not be carried forward.
- Governor usually signs or adjusts appropriations bill.
- Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center, on call.