

## Academic Operating Calendar

### AUGUST 2006

- 01 Spring (071) schedules mailed to departments for final proof.
- 01 Deadline for awarding undergraduate and graduate tuition waivers for summer 2006.
- 01 Deadline for submitting nominations for Alumni Association Awards Ceremony in spring 2007.
- 03 Last day for thesis/dissertation oral defense.
- 04 Confirmation of attendance deadline for response for the fall semester 2006.
- 04 First installment of tuition and fees due.
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Final proofed spring (071) schedules are returned to the Office of Scheduling, 107 Moulton.
- 10 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.
- 11 Summer session ends.
- 11 Class schedule will be cancelled if confirmation of attendance for fall semester 2006 is not completed.
- 11 Last day of employment for summer work-study recipients.
- 12 First day students may earn fall work-study eligibility.
- 12 Degree granted date for 2006 summer session.
- 14 New Faculty Orientation, Old Main, Bone Student Center.
- 14-18 Faculty prep week, Instructional Technology & Development Center 108.
- 14-20 Registration and program changes (see [www.registrar.ilstu.edu](http://www.registrar.ilstu.edu)) for fall semester 2006.
- 15 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.)
- 15 The Office of 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.

### AUGUST 2006 (Continued)

- 15 Grades are submitted online by 12:00 noon using iCampus portal.
- 15 Grade processing for summer session 2006.
- 15-16 University Teaching Workshop, 8:30 a.m.-3:30 p.m., Resource Library, Instructional Technology & Development Center 101.
- 16 Office of the Provost issues call for nominations for Distinguished Professor appointments. Nominations are due to the college deans by September 29, 2006.
- 16 Fall semester faculty assignments are due in the Office of Scheduling, 107 Moulton or enter via web.
- 17-20 New Student Orientation . . . "Passages".
- 18 Final updated course section file for summer session returned to the Office of Scheduling, 107 Moulton.
- 20 Last day to officially withdraw from the University and be eligible to receive a full refund.
- 21 Fall semester classes begin.
- 21 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 21-23 Late registration and program change.
- 23 Departments proof spring (071) schedule book copy in person, 9:00 a.m. - 4:00 p.m., Office of Scheduling, 107 Moulton.
- 24 Festival ISU.
- 26 New faculty applications for group insurance are due in the Human Resources Office, Benefits Section, 101 Nelson Smith building.
- 30 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 31 Outside Employment Annual Report Forms due in the Office of the Provost (required of tenured or tenure track faculty members and administrative professionals). Forms can be obtained in the office of the college dean or the Office of the Provost.

## SEPTEMBER 2006

- 01 Applications for Presidential and Diversity Scholarships mailed (this is on-going Sept-Dec).
- 01 Priority filing period begins for fall 2007 applications for admission.
- 01 Names of department representatives for the Graduate Student Association are due in the Graduate School, 309 Hovey Hall.
- 01 Tenth day of the semester.
- 01 Last day to withdraw from a course without a withdrawal grade.
- 01 Last day for an undergraduate student to put a course on the Credit/No Credit (Pass/Fail) option.
- 01 Last day to put a course on the audit basis.
- 01 Admissions Office fall recruitment initiative begins.
- 04 Labor Day holiday. University offices will be closed.
- 05 Progress reports (SSA 21) are run.
- 05 Fifteenth Calendar Day. Enrollment Reporting (Census Day).
- 05 Last day to withdraw from the University and be eligible to receive a refund of tuition and fees, less a \$30.00 service charge.
- 06 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 06 Progress reports (SSA 21) are distributed to academic departments.
- 06 Graduate coordinators' meeting, 7:30 a.m., Old Main, Bone Student Center.
- 06 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.
- 06 Last day for graduate students to apply and pay fee in the Graduate School, 309 Hovey Hall, for graduation in December.
- 08 Second installment of tuition and fees due.
- 08 Last day to accept items for final audit for August 2006 undergraduate candidates for graduation.
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 11 Senior State Institutional Counselor Articulation Conference, Brown Ballroom, Bone Student Center.

SEPTEMBER 2006 (Continued)

- 13 Academic Senate meeting, 7:00 p.m., Old Main Room - Bone Student Center.
- 14 Graduate Council meeting, 3:15 p.m., Spotlight Room, Bone Student Center.
- 15 Completed Outstanding University Teacher Award applications are due from departments to the office of their respective college dean.
- 15 Completed applications for the Outstanding University Service Awards and Service Initiative Awards are due from departments/schools to college deans.
- 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.
- 15 Last day for an undergraduate student to drop the credit/no credit option from a first-half semester course.
- 15 Last day to withdraw from a first-half semester course with a withdrawal (WX) grade.
- 15 Last day for undergraduate students to apply for graduation in December at Student Service and Referral Center, 107 Moulton.
- 15 Enrollment reporting and independent study files for the fall semester are due in the Office of Scheduling, 107 Moulton.
- 16 Alumni Association Annual Meeting, Bone Student Center, 9:00 a.m.
- 18 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 19 Last day to be eligible to receive a partial refund for a reduction in class load.
- 19 State of the University Address, 2:00 p.m., CPA Concert Hall.
- 25 iCampus grade submission available for entering academic progress alert grades. Grades due at 9:00 am. System remains available until 4:00 pm, October 6.
- 27 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 28 Community College Counselor Day, Bone Student Center.
- 29 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.
- 29 Nominations for Distinguished Professor appointments due to College Deans.
- 30 Fall Open House, Bone Student Center.

OCTOBER 2006

- 01 Deadline for Homecoming Parade Entries, 4:00 p.m.
- 01 Sabbatical, non-sabbatical, and educational leave requests are due in the office of the college dean, with approval or nonapproval of department chairperson indicated.
- 01 At the written request of the Association, the Office of Human Resources will provide the Association with information regarding bargaining unit NTT faculty members.
- 02 The Spring Semester 2007 Class Registration Directory and planner is available on the iCampus portal.
- 02 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall
- 02 Summer (072) and fall (074) class schedules requested. (Fall 074 due November 1 and Summer 072 due December 1.)
- 06 Academic progress alert grades are due to be submitted on the iCampus portal grade submission system by 9:00 am.
- 06 Third installment of tuition and fees payment is due. This must be paid to be eligible to advance register for spring semester.
- 09 Academic progress alert grade reports are available online via iCampus portal at 1:00 p.m.
- 09 Fall Open House - Columbus Day - Bone Student Center.
- 09 Advance registration for the spring semester 2007 begins.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- 11 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 12 Spread the Red Spirit Day, Faculty/Staff appreciation luncheon, Quad, 11:30 a.m. – 1:30 p.m..
- 13-15 Homecoming Weekend.
- 13 Homecoming Luncheon, 12:00 p.m., Brown Ballroom, Bone Student Center.
- 13 Homecoming Bonfire/Pep Rally, 8:00 p.m., Circle Drive north of Redbird Arena.
- 13 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.
- 13 Textbook requirements for spring semester should be entered into the computerized Illinois State Textbook Order System.
- 13 Last day for an undergraduate student to drop the credit/no credit option from a full semester course.
- 13 Last day to withdraw from a full semester course with a withdrawal (WX) grade.

OCTOBER 2006 (continued)

- 13 Transfer Registration Program.
- 13 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).
- 13 New sequence and graduate-level certificate proposals for inclusion in the *2007-2008 Graduate Catalog* are due to the Graduate School, 309 Hovey Hall.
- 13 Ranked nominations for Distinguished Professor appointments are due from the college deans to the Office of the Provost.
- 13 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).
- 13 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.
- 14 Honors Program Homecoming Open House, 10:00 a.m.
- 14 Homecoming parade, 10:30 a.m.
- 14 Sabbatical, non-sabbatical, and educational leave requests are due in the Office of the Provost, 413 Hovey Hall. Requests must be signed by the department chairperson and the college dean. Dean should indicate approval or non-approval and the priority order of the awards.
- 14 DFSC/SFSC circulates notice that faculty promotion and tenure submissions are due November 1, 2006.
- 14 First-half semester ends.
- 16 Second-half semester begins.
- 16 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 17 Final fall installment of tuition and fee bills mailed.
- 17 Transfer Registration Program.
- 19 Graduate Council meeting, 3:15 p.m., Spotlight Room, Bone Student Center.
- 25 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 26 Associate Vice President for Research distributes application materials for the Outstanding University Researcher and Research Initiative Awards to the University Research Council members.

OCTOBER 2006 (continued)

- 27 Transfer Registration Program.

- 27 Board of Trustees meeting.
- 28-29 Family Weekend.
- 29 University Scholarship Awards Ceremony, Braden Auditorium, 2:00 p.m.
- 30 Projected mailing date for diplomas, August 2006 graduates.
- 30 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.

NOVEMBER 2006

- 01 Deadline for spring 2007 admission applications for new students.
- 01 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 November 1 of year of summative review.
- 01 Fall (074) class schedules due to Office of Scheduling, 107 Moulton. Faculty assignments may be entered via the web.
- 01 Departmental nominations of newly recommended members of Graduate Faculty are due in Graduate School, 309 Hovey Hall.
- 01 Course proposals due for inclusion in the General Education Program for the *2007-2008 Undergraduate Catalog* to the College of Arts and Sciences, Campus Box 4100, 141 Stevenson Hall, for presentation to the Council on General Education Program.
- 02 Graduate Coordinators' meeting, 7:30 a.m., Old Main, Bone Student Center.
- 03 Fourth and final installment of tuition and fees payment is due.
- 03 Minority Scholars Day – Bone Student Center.
- 08 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 08 Advance registration for the spring semester 2007 ends.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall, Campus Box 1311.
- 10 List of 100, 200 and 300-level courses marked for catalog deletion sent to departments and schools. Requests for extensions are due December 11, 2006, to Undergraduate Catalog Editorial Assistant, Campus Box 2202, Moulton 108A.
- 10 Veteran's Day Open House, Bone Student Center.
- 10 Last day to withdraw from a second-half course with a withdrawal grade (WX).
- 10 Last day for undergraduate students to drop the credit/no credit option from a second-half semester course.
- 10 Last day to officially withdraw from the University.
- 10 Confirmation of attendance cards and information mailed for the spring semester 2007.
- 10 Graduate course proposals (new or revised 400- and 500-level) for inclusion in *2007-2008 Graduate Catalog* are due in Graduate School Office, 309 Hovey Hall. Courses must be submitted according to format available in the Graduate School.

NOVEMBER 2006 (Continued)

- 10 List of 400 & 500 level courses marked for catalog deletion sent to departments and schools. Requests for extensions are due December 11, 2006, to the Graduate School, Campus Box 4040, Hovey Hall 309.
- 10 Proposals for revisions to degree programs, sequences, and graduate-level certificates are due in the Graduate School, 309 Hovey Hall, for inclusion in the *2007-2008 Graduate Catalog*.
- 10 New or revised 100- and 200-level undergraduate course proposals for the *2007-2008 Undergraduate Catalog* to the Office of the University Registrar, Campus Box 2202, 108A 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).
- 10 Program proposals (revised majors, minors, sequences) for the *2007-2008 Undergraduate Catalog*, which do not require consideration beyond the UCC, to the Office of the University Registrar, Campus Box 2202, 108A 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).
- 10 New 300-level course proposals, additions, or revisions for the *2007-2008 Undergraduate Catalog* to the Office of the University Registrar, Campus Box 2202, 108A Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for presentation to the UCC.
- 15 Wellness and Environmental Fair 10:00 a.m. – 2:00 p.m., Ballroom, Bone Student Center.
- 15 Each DFSC/SFSC circulates to faculty members a request to submit reports on their activities and accomplishments in 2006 for purposes of evaluation. (Reports due by January 5, 2007.)
- 15 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 Priority filing period ends for Summer/Fall 2007 admission.
- 15 Incomplete grade (I) for a graduate student who plans to complete requirements for a degree in December 2006 must be cleared by forwarding a change of grade form to 2207 Academic Records, 107 Moulton.
- 16 Graduate Council meeting, 3:15 p.m., Spotlight Room, Bone Student Center.
- 18-26 Thanksgiving break – No Classes (break begins November 18, 2006, Noon).
- 23 Thanksgiving holiday. University offices will be closed.
- 24 Floating holiday. University offices will be closed.
- 27 Last possible date to deposit thesis/dissertation in the Graduate School for format check for a December 2006 graduation.
- 27 Classes resume.
- 27 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall

DECEMBER 2006

- 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 Registration and program changes for spring semester 2007 begins. (See [www.registrar.ilstu.edu](http://www.registrar.ilstu.edu).)
- 01 Deadline for former Illinois State University students to apply for spring 2007 admission.
- 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 Original drafts of summer (072) schedules due in the Office of Scheduling, 107 Moulton. Faculty assignments may be entered via the web until January 3.
- 01 Editorial revisions and course deletion requests for the *2007-2008 Undergraduate Catalog* to the Office of the University Registrar, Campus Box 2202, 108A Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant.
- 01 Announcement of the recipients of the Outstanding University Researcher and Research Initiative Awards.
- 01 Confirmation of attendance responses due for spring semester 2007 .
- 02 Alumni Association Board of Directors Meeting
- 04 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall.
- 06 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 07 Last Day for thesis/dissertation oral defense.
- 07 Fall Faculty/AP/CS Retirement Dinner, University Residence.
- 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.
- 08 Confirmation of attendance urgent letter mailed.
- 08 Last day to file thesis and dissertation copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in December.
- 08 *2007-2008 Undergraduate Catalog* copies are due in the Office of the University Registrar, Campus Box 2202, 108A Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant. Material previously mailed to department chairpersons November 10.
- 08 *2007-2008 Graduate Catalog* copies due to the Graduate School, 309 Hovey Hall. Material previously mailed to department chairpersons/school directors November 10.

DECEMBER 2006 (continued)

- 09 Last day of fall classes.

- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Personnel forms (PAF 900 or 910) must be in the Office of Human Resources, 207 Hovey Hall, in order to qualify for January payment.
- 10 Honors Program application deadline for current/transfer students for spring semester.
- 11-15 Evaluation and review period.
- 12 Center for Teaching, Learning & Technology New Faculty Luncheon
- 15 Class schedules cancelled for students who did not respond to confirmation of attendance for spring semester 2007.
- 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, if any. This recommendation for non-reappointment originates with the DFSC/SFSC in consultation with the Dean.
- 15 Fall semester ends.
- 15 Last day a fall graduate may earn Federal Work-Study.
- 16 Degree granted date for 2006 fall semester.
- 16 December Commencement ceremonies.
- 19 First billing for spring semester sent.
- 19 All grades are due to be submitted on the iCampus portal grade submission system by 12:00 noon.
- 19 Grade processing for the fall semester 2006.
- 20 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.
- 20 Progress reports (SSA 21) are run.
- 20 Fall semester grades available on iCampus after 1:00 p.m.
- 21 Mailing of grades to extension students, and any student who has requested that grades are mailed to them.
- 21 Progress reports (SSA 21) are distributed to academic departments.
- 22 Floating holiday. University offices will be closed.
- 25 Official Christmas holiday. University offices will be closed.  
DECEMBER 2006 (continued)

- 26 Floating Holiday, University offices will be closed.
- 27 Administrative Closure. University offices will be closed.
- 28 Administrative Closure. University offices will be closed.
- 29 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 2007

- 01 First day to file Free Application for Federal Student Aid (FAFSA) or at [www.FAFSA.com](http://www.FAFSA.com) for Academic Year 2007-2008.
- 01 New Year's Holiday. University offices will be closed.
- 03 Deadline for petition from students requesting consideration for reinstatement for 2007 spring semester, Office of Enrollment Management and Academic Services, 308 Hovey Hall.
- 03-14 Registration and program changes for spring semester 2007 (See [www.registrar.ilstu.edu](http://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. Post-tenure review faculty members must submit their materials.
- 05 First installment due for spring semester tuition and fees.
- 05-30 Each DFSC/SFSC: (1) reviews faculty reports; (2) makes decisions on performance and (3) as required, provides post-tenure evaluations of faculty members.
- 08 First day a student admitted for the spring semester may earn Federal Work-Study.
- 08-12 Faculty prep week, Instructional Technology and Development Center 108.
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- 10 Spring semester faculty assignments due in the Office of Scheduling, 107 Moulton.
- 10 University Teaching and Learning Symposium, Doubletree Hotel.
- 11 Summer (072) and fall (074) schedules are mailed to departments for final proof.
- 12 Presidential Scholarship 2007 application deadline.
- 12 Minority Academic Scholarship 2007 application deadline.
- 15 Last day to withdraw from the University and receive a full refund.
- 15 Martin Luther King, Jr. Day. No classes and University offices will be closed.
- 16 The Office of 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.

JANUARY 2007 (continued)

- 16 Spring semester classes begin.
- 16-18 Late registration and program change.
- 17 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 19 Final proofed summer (072) and fall (074) schedules returned to the Office of Scheduling, 107 Moulton.
- 20 Last day to order regalia for the Founders Day Convocation/150<sup>th</sup> Kickoff.
- 23 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.
- 23 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 2007 anticipated Master's graduates that plan to participate in May commencement ceremony.
- 24 Departments proof summer (072) and fall (074) schedule book copy in person, 9:00 a.m. – 4:00 p.m., Office of Scheduling, 107 Moulton.
- 24 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 25 Graduate Coordinators' meeting, 7:30 a.m., Old Main, Bone Student Center.
- 25 Graduate Council meeting, 3:15 p.m., Spotlight Room, Bone Student Center.
- 26 Last day to accept items for final audit for a December 2006 undergraduate candidate for graduation.
- 29 Tenth day of the semester.
- 29 Last day to withdraw from a course without a withdrawal grade.
- 29 Last day to put a class on the audit basis.
- 29 Last day for an undergraduate student to put a course on the credit/no credit option.
- 29 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 29 Fifteenth Calendar Day. Enrollment reporting (Census Day).
- 29 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.
- 31 Progress reports (SSA 21) are distributed to academic departments.

FEBRUARY 2007

- 01 DFSC/SFSC must notify candidate of intended recommendations for performance evaluations to allow 10 days notice before recommendations reported to CFSC on February 15, 2007.
- 01 CFSC notify candidate of intended promotion and/or tenure recommendation and provide opportunity, if requested, for candidate to meet with the committee.
- 01 College will announce the recipients of their University Research Grant Award.
- 02 Bone Scholar nominations from departments due to Honors Program.
- 07 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 09 Second installment due for tuition and fees.
- 09 Summer faculty assignments to generate summer worksheets for the Human Resources Office are due in the Office of Scheduling, 107 Moulton.
- 09 Last day for undergraduate student to drop the credit/no credit option from a first half semester course.
- 09 Last day to withdraw from a first half semester course with a withdrawal (WX) grade.
- 09 Last day for undergraduate students to apply and pay fee for graduation in May at Student Service and Referral Center, 107 Moulton.
- 09 Proposals for new degree programs due in Graduate School office for inclusion in *2008-2009 Graduate Catalog*.
- 09 Enrollment reporting update and Independent Study files for spring are due in the Office of Scheduling, 107 Moulton.
- 09 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, 108A Moulton Hall, Attn: Undergraduate Catalog Editorial Assistant, for inclusion in *2008-2009 Undergraduate Catalog*.
- 10 Any academic resignation or payroll additions/changes (including graduate assistants) must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 12 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 12 Diploma projected mailing date for December 2006 graduates.
- 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 Ringing of the Old Main Bell, 10:00 a.m.

FEBRUARY 2007 (Continued)

- 15 Founders Day/150<sup>th</sup> Kickoff, Braden Auditorium, Bone Student Center, 2:00 p.m.
- 15 Alumni Association Awards program.
- 19 iCampus grade submission system available for entering academic progress alert grades.
- 20 Presidential Scholars campus visit/interviews.
- 21 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 22 Presidential Scholars campus visit/interviews.
- 22 Graduate Council meeting, 3:15 p.m., Spotlight Room, Bone Student Center.
- 22 Departments/Schools/Colleges are requested to notify the Provost's Office of non-reappointment decisions regarding faculty in their first year of service.
- 23 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 Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 26 Minority Academic Scholars campus visit/interviews.
- 28 At the written request of the Association, the Office of Human Resources will provide the Association with information regarding bargaining unit NTT faculty members.
- 28 Office of the Provost issues call for nominations for Outstanding Teacher Awards and the Outstanding Service Awards. Program information and guidelines are distributed.
- 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.
- Freshman Information Nights – Regional Sites Statewide (February-mid-March).

## March 2007

- 01 Deadline for former Illinois State University students to apply for readmission for summer/fall semester 2007.
- 01 Honors program first year scholarship deadline for new freshmen entering in the fall semester.
- 01 Tentative deadline for freshman and transfer application for summer/fall 2007 semester.
- 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 Preferential filing date for 2007-2008 financial aid applications.
- 01 Summer 2007 and Fall 2007 Class Registration Directories and planners are available on the iCampus portal.
- 01 Departmental nominations of newly recommended members of the Graduate Faculty are due in the Graduate School, 309 Hovey Hall.
- 01 Applications for the Community College Transfer Scholarship mailed.
- 02 Academic progress alert grades are due to be submitted on the iCampus portal grade submission system by 9:00 a.m.
- 02 Textbook requirements for summer session should be entered into the computerized Illinois State Textbook Order System.
- 05 Academic progress alert grades are available on-line via the iCampus portal at 1:00 p.m.
- 05 Open House - Pulaski Day - Bone Student Center.
- 05 Deans submit planning documents/budget requests to the Provost.
- 07 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 08 DFSC/SFSC gives final outcome of review and/or remediation plan to faculty member on post-tenure five-year review.
- 09 Third installment of tuition and fees due. Must be paid to advance register.
- 09 Last day to withdraw from a full semester course with a withdrawal (WX) grade.
- 09 Last day for an undergraduate student to drop the credit/no credit option from a full semester course.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 First half of semester ends.

MARCH 2007 (Continued)

- 10 Spring vacation begins at noon.
- 15 Preview and Connections invitations mailed to all who paid enrollment and deposit fee.
- 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 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.
- 19 Second half of semester begins.
- 19 Classes resume.
- 19 Advance registration begins for the summer session 2007 and the fall semester 2007.
- 19 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 20-21 Academic Affairs Planning & Budget Presentation, 8:30 a.m. – 11:00 a.m.
- 21 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.
- 22 Graduate Council meeting, 3:15 p.m., Spotlight Room, Bone Student Center.
- 23 Transfer Registration Program.
- 24 Alumni Association Board of Directors Meeting.
- 28 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 28 Graduate Coordinators meeting, 7:30 a.m., Old Main, Bone Student Center.
- 29 Spring Open House, Bone Student Center.
- 30 Textbook requirements for the fall semester should be entered into the computerized Illinois State Textbook Order System.
- 30 Graduate Research Symposium, Bone Student Center.
- 30 All appeals to CFSC of performance evaluation recommendations must be completed and reported to the Provost and candidate.
- 30 Transfer Registration Program.
- 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.)

MARCH 2007 (Continued)

- 31 Year-end facilities projects for summer due to the Work Management Office.
- 31 Human Resource Office should be notified of Civil Service employees scheduled for layoff and the dates of the layoff period.

APRIL 2007

- 01 Priority filing period for Spring 2008 undergraduate applicants.
- 02 Computer version of catalog update due in the Office of Scheduling, Moulton 107.
- 02 Spring (081) class schedules requested. Due July 1.
- 02 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 06 Transfer Registration Program.
- 06 Final installment of tuition and fee payment is due.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- 11 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 11 Incomplete grade (I) for a graduate student who plans to complete requirements for a degree in May 2007 must be cleared by forwarding a change of grade form to 2207 Academic Records, 107 Moulton.
- 12 Transfer Registration Program.
- 13 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.
- 13 Last day for student to drop the credit/no credit option from a second-half semester course.
- 13 Last day to withdraw from a second-half course with a withdrawal grade (WX).
- 13 Last day to officially withdraw from the University.
- 13 Deadline for election of CFSCs, University Review Committee, and Faculty Review Committee.
- 13 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 freshmen students for fall semester.
- 16 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 17 Initial tuition and fee billing for summer session 2007.
- TBD Springfest on the Quad.
- 20 Advance registration ends for the summer session 2007 and the fall semester 2007.
- 20 Undergraduate Research Symposium, Bone Student Center.
- 20 University Outstanding Teaching Award nominee names due to Center for Teaching, Learning & Technology from departments/schools.

APRIL 2007 (Continued)

- 20-21      Gamma Phi Circus.
- 20-22      Sibling Weekend.
- 21          Confirmation of attendance begins for the summer session 2007.
- 25          Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 25          New senator orientation, 5:30 p.m., Founders Suite, Bone Student Center
- 26          Graduate Council Meeting 3:15 p.m., Spotlight Room, Bone Student Center.
- 30          Provost's decision for appealed cases must be reported to the President, Candidate, DFSC/SFSC & CFSC.
- 30          Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 30          Comprehensive examination results are due in the Graduate School, 309 Hovey Hall.
- TBD        Spring Faculty/AP/CS Retirement Dinner, University Residence.
- Academic Operating Calendar data returned to the Office of Enrollment Management & Academic Services.

MAY 2007

- 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 1311, for the NTT's personnel file.
- 01 Each CFSC submits its annual promotion and tenure report, evaluation report, and post-tenure review report to the College Council and to the URC.
- 01 Fifth-year review of College Standards, or in the interim, proposed revisions to College Standards must be submitted to the URC.
- 01 Deadline for election of DFSC/SFSCs.
- 01 Enrollment confirmation and deposit due for new freshmen.
- 01 Course faculty file mailed to departments by the Office of Scheduling. Due May 11.
- 01 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.
- 01 I-Campus portal reopens for summer session 2007 registration.
- 03 Last day for thesis/dissertation oral defense.
- 04 Last possible date to deposit thesis/dissertation in the Graduate School for format check for May 2007 graduation.
- 04 Last day for graduation in May to file thesis and dissertation copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m.
- 05 Last day of spring semester classes.
- 05 Bone Scholar Luncheon, Old Main Room, 11:00 a.m.
- 06 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, 2008.
- 07-11 Evaluation and review period.
- 09 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.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall, Campus Box 1311.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 11 Proofed course faculty file returned to the Office of Scheduling, 107 Moulton.
- 11 Spring semester ends.

May 2007 (Continued)

- 11 Confirmation of attendance deadline for response for the summer semester 2007.
- 11 One Hundred Forty-Eighth Annual Commencement for College of Nursing and College of Arts & Sciences.
- 11 Final day for students to earn Federal Work-Study funds for second semester.
- 12 One Hundred Forty-Eighth Annual Commencement for Colleges of Education, Applied Science and Technology, Business, and Fine Arts.
- 12 Degree granted date for spring 2007.
- 12 First day for students to earn Federal Work-Study funds for summer semester.
- 15 Notification of promotion and tenure decisions by President to candidates, CFSC Chairperson, DFSC/SFSC Chairperson and the Provost.
- 15 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.
- 15 All grades are due to be submitted on the iCampus portal grade submission system by 12:00 noon.
- 15 Grade processing for spring semester 2007.
- 15 Last day for graduate students to apply and pay fee in the Graduate School, 309 Hovey Hall, for graduation in August.
- 15 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.
- 15 Summer Institute for the 21<sup>st</sup> Century Educator commences.
- 16 Progress reports (SSA 21) run.
- 16 Spring semester grades available from iCampus portal after 1:00 p.m.
- 17 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.
- 17 Progress reports (SSA 21) are distributed to academic departments.
- 17 Spring semester 2007 grade reports for extension students and those who requested them are mailed to the students' home addresses.
- 21 Summer session classes begin.
- 22 Deadline for petition from students requesting consideration for reinstatement for 2007 summer semester, Office of Enrollment Management and Academic Services, 308 Hovey Hall.
- 28 Memorial Day holiday. University offices will be closed. No classes.
- TBD Half Century Club Spring Reunion

## JUNE 2007

- 01 i-Campus portal opens for registration and program change for fall semester 2007.
- 01 Preview begins.
- 01 Last day for undergraduate students to apply and pay fee for graduation in August, Student Service and Referral Center, 107 Moulton.
- 02 Alumni Association Board of Directors meeting.
- 04 Deadline for petition from students requesting consideration for reinstatement for 2007 fall semester, Office of Enrollment Management and Academic Services, 308 Hovey Hall.
- 08 Last day to accept items for final audit for May 2007 undergraduate candidates for graduation.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center, on call.

JULY 2007

- 01 Honors Program application deadline for current/transfer students for fall term.
- 02 Original drafts of spring (081) schedules due in the Office of Scheduling.
- 04 Independence Day holiday. University offices will be closed. No classes.
- 09 Confirmation of attendance initial mailing for the fall semester 2007.
- 10 Any academic resignations or payroll additions/changes must be submitted to the Office of Human Resources, 207 Hovey Hall.
- 10 Report graduate assistant changes to the Office of Human Resources, 207 Hovey Hall.
- 13 Summer Open House I (tentative) - Bone Student Center.
- 13 Projected mailing date for May 2007 diplomas.
- 20 Summer Open House II (tentative), Bone Student Center.
- 21 Preview ends.
- 23 Last possible day to deposit thesis/dissertation in the Graduate School, 310 Hovey Hall, for format check for August 2007 graduation.
- 31 Priority filing ends for new admission applicants for spring 2008.
- 31 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall
- Governor usually signs or adjusts appropriations bill.
- Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center, on call.