

Academic Operating Calendar

AUGUST 2011

- 01 Preferred filing ends for Spring 2013 Undergraduate applicants.
- 01 Last day to award and make changes to undergraduate and graduate tuition waivers for the summer semester. Financial Aid Office must be notified. Any tuition waiver dollars remaining at the end of Summer WILL NOT be carried forward.
- 03 Last day to file thesis copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in August.
- 04-05 Academic Administrators Retreat, Alumni Center, Room 116
- 05 Summer session ends.
- 06 Degree granted date for 2011 summer session.
- 09 Grades are submitted online by 12:00 noon using iCampus portal.
- 09 Grade processing for summer session 2011.
- 10 Any academic resignations or payroll additions/changes (including summer pay and graduate assistants) must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 13 First day students may earn fall work-study eligibility.
- 14 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.
- 15 Spring (121) schedules emailed to departments for final proof.
- 15 Online Course Planner open for Summer 2012 schedules. Due September 12th.
- 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.
- 15 New Faculty Orientation, Old Main, Bone Student Center
- 15-19 Faculty prep week, Instructional Technology & Development Center.
- 15-9/2 Registration and Program Changes (See www.registrar.ilstu.edu) for fall semester 2011 dates).
- 17-18 One Stop Shop, Bone Student Center
- 17-21 New Student Orientation . . . "Passages".
- 20 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.)
- 21 Last day to officially withdraw from the University and be eligible to receive a full refund.
- 22 Fall semester classes begin.
- 22-26 Late registration and program change

AUGUST 2011 (Continued)

- 23 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 23-27 Faculty prep week, Instructional Technology & Development Center.
- 24 Honors Program Orientation Meeting, 5:00 p.m., Moulton Hall, Room 210.
- 27 New faculty applications for group insurance are due in Human Resources, Benefits Section, 121 Nelson Smith Building, Campus Box 1300.
- 27-9/2 Registration open for course drops and Department approved course adds. Registration override permission must be entered via the registration override system
- 29 Office of the Provost issues call for nominations for Distinguished Professor appointments. Nominations are due to the college deans by October 7, 2011.
- 31 Final proofed spring (121) schedules due to Scheduling
- 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).
- 29 Last day for graduate students to apply and pay fee in the Graduate School, 309 Hovey Hall, for graduation in December.
- 31 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 31 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.

SEPTEMBER 2011

- 01 Festival ISU.
- 01 Applications for Presidential and University Scholarships mailed (this is on-going Sept-Dec).
- 01 Preferred filing period begins for fall 2012 applications for undergraduate admission.
- 01 Deadline for International undergraduates applying for Spring 2012.
- 01 Admissions Office fall recruitment initiative begins.
- 02 Tenth day of the semester.
- 02 Fall semester faculty assignments are due in the Office of Scheduling, 107 Moulton or enter via web.
- 02 Last day to withdraw from a course without a withdrawal grade.
- 02 Last day to put a course on the Credit/No Credit (Pass/Fail) or Audit option.
- 02 Last day to accept items for final audit for August 2011 undergraduate candidates for graduation.
- 05 Labor Day holiday. University offices will be closed.
- 06 Fifteenth Calendar Day. Enrollment Reporting (Census Day).
- 06 Academic Senate Executive Committee Meeting, 4:00 p.m., 419 Hovey.
- 09 Last day for undergraduate students to apply and pay fee for graduation in December.
- 09 Second installment of tuition and fees due.
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Completed applications for the Outstanding University Service Awards and Service Initiative Awards are due from departments/schools to college deans.
- 12 Articulation Unplugged – High School Counselor Articulation Conference, Brown Ballroom, Bone Student Center.
- 12 Proposals for new or deleted minors and sequences requiring Academic Senate approval due in the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Jeri Ryburn, for presentation to the University Curriculum Committee (UCC) for inclusion in the 2012-2014 Undergraduate Catalog.
- 12 New, revised or deleted 300-level course proposals for dual level undergraduate and graduate credit for the 2012-2014 Undergraduate Catalog and the 2012-2013 Graduate Catalog due in the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Jeri Ryburn.
- 12 Original drafts of summer (122) schedules due via the Online Course Planner. Faculty assignments may be entered via the web through May 4th.
- 12 Projected mailing date for diplomas, August 2011 Undergraduates.
- 14 New sequence and graduate level certificate proposals for inclusion in 2013-2014 Graduate Catalog are due to the Graduate School, 309 Hovey Hall.

SEPTEMBER 2011 (Continued)

- 14 Academic Senate meeting, 7:00 p.m., Old Main Room - Bone Student Center.
- 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 drop the Credit/No credit or Audit option from a first-half semester course.
- 16 Last day to withdraw from a first-half semester course. A withdrawal grade of WX is assigned.
- 17 Fall Open House, Bone Student Center.
- 19 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 19 Completed Outstanding University Teacher Award applications are due from departments to the office of their respective college dean.
- 20 Last day to be eligible to receive a partial refund for a reduction in class load.
- 20 Graduate Council meeting, Williams Hall Room 111.
- 21 Graduate coordinators' meeting, Schroeder Hall Room 112.
- 24 Applicant 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.
- 26 iCampus grade submission available for entering academic progress alert grades. Grade submission system is available daily 7am-10pm until the 10pm deadline on October 9th.
- 27 State of the University Address, 2:00 p.m.
- 28 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 28 Graduate course proposals (new or revised 400- and 500-level) for inclusion in 2013-2014 Graduate Catalog are due in Graduate School Office, 309 Hovey Hall. Courses must be submitted according to format available in the Graduate School.
- 28 List of 400 & 500 level courses marked for catalog deletion sent to departments and schools. Requests for extensions are due December 10, 2012, to the Graduate School, Campus Box 4040, Hovey Hall 309.
- 28 Proposals for revisions to degree programs, sequences, and graduate-level certificates are due in the Graduate School, 309 Hovey Hall, for inclusion in the 2013-2014 Graduate Catalog.
- 29 Community College Counselor Day, Bone Student Center.

OCTOBER 2011

- 03 Deadline for International Graduate applications for Spring 2012 (most graduate programs have earlier deadlines).
- 03 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.
- 03 The Spring Semester 2012 Plan Your Class Schedule and Course Offerings are available on iCampus.
- 03 New 100- and 200-level undergraduate course proposals for the *2012-2014 Undergraduate Catalog* due to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Jeri Ryburn, 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).
- 03 New 300-level course proposals for the *2012-2014 Undergraduate Catalog* due to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Jeri Ryburn, for presentation to the UCC.
- 03 Proposals for revised majors, minors, sequences for the *2012-2014 Undergraduate Catalog* due to the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Jeri Ryburn, 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).
- 03 Fall (124) class schedules requested (due November 1).
- 03 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall
- 04 Greater McLean County College Fair, BSC
- 07 Nominations for Distinguished Professor appointments due to College Deans.
- 07 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.
- 07 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.
- 07 Third installment of tuition and fees payment is due. This must be paid to be eligible to advance register for spring semester.
- 08 Deadline for Homecoming Parade Entries, 4:00 p.m.
- 09 Academic progress alert grades are due to be submitted on the iCampus portal grade submission system by 10:00 p.m.
- 10 Academic progress alert grade reports are available online via iCampus portal at 1:00 p.m.
- 10 Advance registration for the spring semester 2012 begins.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Give the Red and Spread the Red Blood Drive 10:00 a.m. – 4:00 p.m., Bowling & Billiards Center Activity Room.

OCTOBER 2011 (continued)

- 10-16 Homecoming Week.
- 11 Columbus Day Open House - Bone Student Center.
- 12 Academic Senate meeting, 7:00 p.m., Prairie Room, Bone Student Center.
- 13 Faculty Appreciation Homecoming Luncheon, 11:00 a.m., Brown Ballroom, Bone Student Center.
- 14 Last day to withdraw from a full semester course. A withdrawal grade of WX is assigned.
- 14 Last day to drop the Credit/No credit or Audit option from a full semester course.
- 14 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 14 Deadline for Spring textbook information to be entered into the Illinois State Textbook Ordering System.
- 14 Torchlight Parade, 8:30 p.m.
- 14-16 Homecoming Weekend.
- 15 5K run, 7:00 a.m.
- 15 Homecoming parade, 10:00 a.m.
- 15 Redbird Primetime 6:00 p.m., Uptown Normal.
- 15 First-half semester ends.
- 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 29, 2011.
- 15 Last possible date to submit materials to the Graduate School for right to defend a dissertation.
- 16 Honors Program Homecoming Open House, 9:00 a.m.
- 17 Second-half semester begins.
- 17 Listing of 100, 200 and 300-level courses marked for catalog deletion sent to departments and schools. Requests for extensions are due November 14, 2011, to Jeri Ryburn, Campus Box 2202, Moulton 101C.
- 17 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 17 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).
- 18 Graduate Council meeting, William Hall Room 111.
- 20 Last day to withdraw from a second-half semester course with no withdrawal grade assigned and a full refund.

20 Summer (122) proofs due to Office of Scheduling.

OCTOBER 2011 (continued)

20 Associate Vice President for Research distributes application materials for the Outstanding University Researcher and Research Initiative Awards to the University Research Council members.

21 Ranked nominations for Distinguished Professor appointments are due from the college deans to the Office of the Provost.

21 Transfer Registration Program, Bone Student Center Prairie Room, 7:30 a.m.

28 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.

26 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.

28 "You Can Do ISU", Bone Student Center

31 Proposals for revised 100, 200 or 300-level courses for the 2012-2014 Undergraduate Catalog due in the Office of the University Registrar, Campus Box 2202, 101C Moulton Hall, Attn: Jeri Ryurn.

31 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.

NOVEMBER 2011

- 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 October 30 of year of summative review.
- 01 Deadline for spring 2012 admission applications for new undergraduate students.
- 01 Deadline for former Illinois State University undergraduate students to apply for spring 2012 admission.
- 01 Fall (124) class schedules via Online Course Planner.
- 01 Departmental nominations of newly recommended members of Graduate Faculty are due in Graduate School, 309 Hovey Hall.
- 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 December.
- 04 Fourth installment of tuition and fees payment is due.
- 04-06 Family Weekend.
- 07 University Scholarship Awards Ceremony, Brown Ballroom, 2:00 p.m.
- 09 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 11 Veteran's Day Open House, Bone Student Center.
- 11 Undergraduate catalog copies with editorial changes for the 2012-2014 Undergraduate Catalog due to Jeri Ryburn, Campus Box 2202, 101C Moulton Hall
- 11 Last day to withdraw from a second-half course . A withdrawal grade of WX is assigned.
- 11 Last day to drop the Credit/No credit or Audit option from a second-half semester course.
- 11 Last day to officially withdraw from the University.
- 11 Advance registration for the spring semester 2012 ends.
- 15 Each DFSC/SFSC circulates to faculty members a request to submit reports on their activities and accomplishments in 2011 for purposes of evaluation. (Reports due by January 4, 2012)
- 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 Preferred filing period ends for Summer/Fall 2012 undergraduate admission.

- 15 Final fall installment of tuition and fee bills mailed
- 15 Graduate Council meeting, Williams Hall Room 111

NOVEMBER 2011 (Continued)

- 15 Last possible date to submit materials to the graduate School for right to defend a thesis for a December 2012 graduation.
- 16 Graduate Coordinators' meeting, Schroeder Hall Room 112
- 17 Healthy You Healthy Earth, 10:00 a.m. – 3:00 p.m., Brown Ballroom, Bone Student Center.
- 19-27 Thanksgiving break – No Classes (break begins November 19, 2011, Noon).
- 24 Thanksgiving holiday. University offices will be closed.
- 25 Floating holiday. University offices will be closed.
- 28 Classes resume.
- 28 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall
- 28 Spring Registration & Program Change begins (See www.registrar.ilstu.edu)
- 29 Last day for thesis oral defense.
- 29 Last day to file thesis copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in December.

DECEMBER 2011

- 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 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, 121 Nelson Smith, Campus Box 1300 for students to avoid tuition billing.
- 02 Final installment of tuition and fees due.
- 05 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall.
- 07 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.
- 07 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 09 Center for Teaching, Learning & Technology New Faculty Luncheon
- 10 Last day of fall classes.
- 10-16 Evaluation and review period.
- 10 Spring Registration & Program Change closes.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 13 First billing for spring semester sent.
- 14 Last day a fall graduate may earn Federal Work-Study.
- 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.
- 16 Fall semester ends.
- 17 Degree granted date for 2011 fall semester.
- 17 December Commencement ceremonies.
- 20 All grades are due to be submitted on the iCampus portal grade submission system by 12:00 noon.
- 20 Grade processing for the fall semester 2011.

DECEMBER 2011 (continued)

- 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.
- 21 Fall semester grades available on iCampus after 2:00 p.m.
- 22 Mailing of grades to special populations and those who requested grade mailers by the deadline.
- 23 Floating holiday. University offices will be closed.
- 26 Official Christmas 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.
- 30 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 2012

- 01 First day to file Free Application for Federal Student Aid (FAFSA) or at www.FAFSA.ed.gov for Academic Year 2012-2013.
- 02 Official New Year's Day Holiday, University offices will be closed.
- 03 Deadline for petition from students requesting consideration for reinstatement for 2012 spring semester, Office of Enrollment Management and Academic Services, Visor Center.
- 04-31 Each DFSC/SFSC: (1) reviews faculty reports; (2) makes decisions on performance and (3) as required, provides post-tenure evaluations of faculty members.
- 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.
- 06 Presidential Scholarship 2012 application deadline.
- 06 University Scholarship 2012 application deadline.
- 06 First installment due for spring semester tuition and fees.
- 07 First day a student admitted for the spring semester may earn Federal Work-Study.
- 09-13 Faculty prep week, Instructional Technology and Development Center 108.
- 09-16 Spring Registration & Program Change opens (See www.registrar.ilstu.edu).
- 10 Any academic resignations or payroll additions/changes (including graduate assistants) must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 11 University Teaching and Learning Symposium, Marriott Conference Center, Uptown Normal
- 15 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 Fall (124) schedules are sent to departments for final proof.
- 16 Martin Luther King, Jr. Day. No classes and University offices will be closed.
- 16 Last day to withdraw from the University and receive a full refund.
- 17 Spring semester classes begin.
- 17 Academic Senate Executive Committee Meeting, 4:00 p.m., 419 Hovey.
- 17-20 Late registration and program change.
- 20 Last day to order regalia for the Founders Day Convocation.
- 20 Last day to accept items for final audit for a December 2011 undergraduate candidate for graduation
- 21-30 Registration open for course drops and Department approved course adds. Registration override permission must be entered via Registration Override System.

JANUARY 2012 (continued)

- 25 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 25 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.
- 25 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 2012 anticipated Master's graduates that plan to participate in May commencement ceremony.
- 30 Spring semester faculty assignments due in the Office of Scheduling, 107 Moulton or via the web
- 30 Final proofed fall (124) schedules due to the Office of Scheduling online via Course Planner
- 30 Tenth day of the semester.
- 30 Last day to withdraw from a course without a withdrawal grade.
- 30 Last day to put a course on the Credit/No credit or Audit option.
- 31 Fifteenth Calendar Day. Enrollment reporting (Census Day).
- 31 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 DFSC/SFSC must notify candidate of intended recommendations for performance evaluations to allow 10 days notice before recommendations reported to CFSC on February 15, 2012.
- 31 CFSC notifies candidates of intended promotion and/or tenure recommendations and provides opportunity, if requested, for candidates to meet with the committee.
- 31 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: Jeri Ryburn, for inclusion in the 2013 Supplement to the 2012-2014 Undergraduate Catalog.
- Freshman Information Nights – Regional Sites Statewide (January-mid-March).

FEBRUARY 2012

- 01 2013-2014 Graduate Catalog copies due to the Graduate School, 309 Hovey Hall. Material previously mailed to department chairpersons/school directors February 15.
- 03 Second installment due for tuition and fees.
- 07 Proposals for new degree programs due in Graduate School office for inclusion in 2013-2014 Graduate Catalog.
- 07 University Scholars Interview Program, Bone Student Center.
- 08 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 10 Last day to drop the Credit/No credit or Audit option from a first half semester course.
- 10 Last day to withdraw from a first half semester course. A withdrawal grade of WX is assigned.
- 10 Any academic resignation or payroll additions/changes must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report Graduate Assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Last day for undergraduate students to apply and pay fee for graduation in May.
- 10 Presidential Scholars Interview Program, Bone Student Center.
- 13 Summer faculty assignments to generate summer worksheets for the Human Resources Office are due in the Office of Scheduling, 107 Moulton.
- 13 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 14 Graduate Council meeting.
- 14 Diploma projected mailing date for December 2011 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 Last day for faculty to request meeting with DFSC/SFSC to consider post-tenure five-year review and, if applicable, plan for remediation.
- 15 Graduate Coordinators' meeting.
- 16 Ringing of the Old Main Bell, 10:00 a.m., Prairie Room, Bone Student Center.
- 16 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.
- 20 iCampus grade submission system available for entering academic progress alert grades. Grade submission system is available daily 7:00 a.m.-10:00 p.m. until the 10:00 p.m. deadline on March 4th.

22 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center

FEBRUARY 2012 (Continued)

- 22 Departments/Schools/Colleges are requested to notify the Provost's Office of non-reappointment decisions regarding faculty in their first year of service.
- 24 Presidential Scholars Interview Program, Bone Student Center.
- 27 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 27 University Teaching Committee issues call for nominations for Outstanding Teacher 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.

March 2012

- 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 students to apply for summer/fall 2012.
- 01 Honors Program. First Year Scholarship deadline for new freshmen entering in the fall semester.
- 01 Deadline for new freshman applications for summer/fall 2012 semester.
- 01 Preferential filing date for 2012-2013 financial aid applications.
- 01 Summer/Fall 2012 Plan Your Class Schedule & Course Offerings available on iCampus.
- 01 Textbook requirements for summer session should be entered into the Illinois State Textbook Order System.
- 01 Guideline due date for graduate applications which do not have an earlier deadline.
- 04 Academic progress alert grades are due to be submitted on the iCampus portal grade submission system by 10:00 p.m.
- 05 Academic progress alert grades are available on-line via the iCampus portal at 1:00 p.m.
- 06 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. A withdrawal grade of WX is assigned.
- 09 Last day to drop the Credit/No credit or Audit option from a full semester course.
- 10 First half of semester ends.
- 10 Spring vacation begins at noon.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 12-16 Spring Institute, CTLT
- 14 Last possible date to submit materials to the Graduate School, 309 Hovey Hall, for right to defend a dissertation for May 2012 graduation.
- 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.

MARCH 2012 (Continued)

- 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 Applications for the Community College Transfer Scholarship mailed.
- 15 Preview invitations mailed to all who paid enrollment deposit fee.
- 19 Advance registration begins for Summer/Fall 2012.
- 19 Second half of semester begins.
- 19 Classes resume.
- 19 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 19 Spring Open House, Bone Student Center.
- 20 Graduate Council meeting.
- 21 Provost's recommendation for non appealed candidates must be reported to the President, CFSC Chairperson, DFSC/SFSC Chairperson/Director, and candidate.
- 21 Cumulative post-tenure review written notice of appeal due to CFSC Chairperson.
- 22 Last day to withdraw from second-half semester course with no withdrawal grade assigned.
- 23 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 27 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 28 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.
- 29 Last day for dissertation oral defense.
- 30 Textbook requirements for the fall semester should be entered into the Illinois State Textbook Order System.
- 30 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 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 2012

- 01 Deadline for former Illinois State University undergraduate students to apply for readmission for summer/fall semester 2012.
- 01 Deadline for new undergraduate transfer student applications for summer/fall 2012.
- 01 Preferred filing period for spring 2013 undergraduate applicants begins.
- 01 Deadline for International Graduate students applying for Summer 2012 (not all programs offer summer admission and some departments have earlier deadlines).
- 01 Last day to file dissertation copies in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in May.
- 02 Spring (131) class schedules requested. Due July 2.
- 02 Spring Open House, Bone Student Center
- 02 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.
- 03-04 Academic Affairs Planning & Budget Presentation, 8:00 a.m. – Noon, Room 118, Alumni Center
- 04 Deadline for summer session GA paperwork to Human Resources, 121 Nelson Smith, Campus Box 1300, in order to avoid tuition billing.
- 06 Final installment of tuition and fee payment is due.
- 06 Community College Transfer Scholarship application deadline.
- 06 Transfer Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.
- 09 Alumni Association Board of Directors Meeting, Alumni Center, 9:00 a.m.
- 10 Any academic resignations or payroll additions/changes must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Graduate Council Meeting.
- 11 Graduate Coordinators meeting.
- 11 Last possible date to deposit thesis in the Graduate School for format check for May 2012 graduation.
- 13 Graduate Research Symposium, Bone Student Center
- 13 Last day to drop the Credit/No credit or Audit option from a second-half semester course.
- 13 Last day to withdraw from a second-half course. A withdrawal grade of WX is assigned.
- 13 Last day to officially withdraw from the University.

13 Transfer Days Registration Program, Bone Student Center, Prairie Room, 7:30 a.m.

APRIL 2012 (Continued)

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.

17 Initial tuition and fee billing mailed for summer session 2012.

18 Human Resources should be notified of Civil Service employees scheduled for layoff and the dates of the layoff period.

20 Undergraduate Research Symposium, Bone Student Center.

20-21 Gamma Phi Circus.

20-22 Sibling Weekend.

25 New senator orientation, 5:30 p.m., Founders Suite, Bone Student Center

25 Faculty Caucus, 6:15 p.m., Founders Suite

25 Academic Senate meeting, 7:00 p.m., Old Main Room, Bone Student Center.

26 Academic Senate Executive Committee meeting, 4:00 p.m., 419 Hovey Hall.

29 Deadline for election of DFSC/SFSCs.

30 Provost's decision for appealed cases must be reported to the President, Candidate, DFSC/SFSC & CFSC.

30 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall.

TBD Annual Faculty/AP/CS Retirement Dinner, University Residence.

TBD Springfest on the Quad.

-- Academic Operating Calendar data returned to the Office of the Provost.

MAY 2012

- 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 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 2012 (some departments have earlier deadlines).
- 01 Summer session May payroll information due in Human Resources, 121 Nelson Smith, Campus Box 1300.
- 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 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, 2013.
- 02-06 Evaluation and review period.
- 03 Last day for thesis oral defense.
- 04 Last day to file thesis in the Graduate School, 309 Hovey Hall, by 2:00 p.m. for graduation in May.
- 04 First Year Faculty end of year luncheon, TBA.
- 04 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.
- 04 Advance Registration for Fall 2012 concludes
- 05 Last day of spring semester classes.
- 07 University Outstanding Teaching Award nominee names due to Center for Teaching, Learning & Technology from departments/schools.
- 10 Final day for students to earn Federal Work-Study funds for second semester.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Nelson Any academic resignations or payroll additions/changes must be submitted to Human Resources, 121 Smith, Campus Box 1300.
- 11 Spring semester ends.

May 2012 (Continued)

- 11 One Hundred Fifty-Third Annual Commencement for College of Nursing and College of Arts and Sciences.
- 12 One Hundred Fifty-Third Annual Commencement for College of Education, College of Applied Science and Technology, College of Business and College of Fine Arts.
- 12 Degree granted date for spring 2012.
- 14 May Interim Session begins.
- 14 Advanced Registration for Summer 2012 concludes. All future registration must be done in 107 Moulton Hall.
- 14 Summer Interim session begins (courses have a variety of start/end dates within summer session).
- 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 2012.
- 15 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.
- 16 Spring semester grades available from iCampus portal after 2:00 p.m.
- 17 Mailing of grades to special populations and those students who requested grade mailers by the deadline.
- 20 Deadline for petition from students requesting consideration for reinstatement for 2012 summer semester, Office of Enrollment Management and Academic Services, Visor Center.
- 21 Summer session begins
- 21 Fall Registration & Program Change opens.
- 23 Last day for graduate students to apply and pay fee in the Graduate School, 309 Hovey Hall, for graduation in August.
- 23 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.
- 28 Memorial Day holiday. University offices will be closed. No classes.
- TBD Half Century Club Spring Reunion
- TBD Summer Institute for the 21st Century Educator commences.

JUNE 2012

- 01 Preview begins, Tentative
- 01 Deadline for petition from students requesting consideration for reinstatement for 2012 fall semester, Office of Enrollment Management and Academic Services, Visor Center.
- 01 May Interim Session ends.
- 04 Transfer Registration Program, Prairie Room, Bone Student Center, 7:30 a.m.
- 08 Second installment Summer tuition and fees due.
- 08 Last day to accept items for final audit for May 2012 undergraduate candidates for graduation.
- 10 Any academic resignations or payroll additions/changes (including summer pay) must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 15 Last day for undergraduate students to apply and pay fee for graduation in August.
- 18 Last possible day to submit materials to the Graduate School, 309 Hovey Hall, for right to defend a dissertation for graduation in August.
- 30 Deadline for fall semester GA paperwork to Human Resources, 121 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 2012

- 02 Original drafts of spring (131) schedules due online via Course Planner.
- 04 Independence Day holiday. University offices will be closed. No classes.
- 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 August.
- 06 Later Summer Registration Tuition and Fees due.
- 10 Projected diploma mailing date for May 2012 undergraduates.
- 10 Any academic resignations or payroll additions/changes (including summer pay) must be submitted to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 10 Report graduate assistant changes to Human Resources, 121 Nelson Smith, Campus Box 1300.
- 12 Last possible day to submit material to the Graduate School, 309 Hovey Hall, for right to defend a thesis, for August 2012 graduation.
- 13 Summer Open House I - Bone Student Center.
- 13 Preview ends, Tentative
- 20 Summer Open House II, Bone Student Center.
- 28 Last day for thesis oral defense.
- 30 Comprehensive examination results are due in the Graduate School, 309 Hovey Hall
- 31 Last day to award undergraduate and graduate tuition waivers for the FY12 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.