



ACADEMIC AFFAIRS

Administrative Calendar 2011-2012 Academic Year

AUGUST 2011

Date	ATTN:	Activity	Time	Location
08-01-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
08-02-2011 Tuesday	Faculty	Final grades for 3-week July session due by noon	Noon	TopNet
08-03-2011 Wednesday	Provost/ New Dept Heads	New Department Head Boot Camp	10:00 AM	Caroll Knicely Center Room 110
	Provost/Deans/Dept Heads/Directors	Deans, Department Heads & Directors Workday	1:00 PM	Caroll Knicely Center Regency Room
08-04-2011 Thursday				
08-05-2011 Friday	Faculty	Final exams for 4-week July session classes		
08-06-2011 Saturday				
08-07-2011 Sunday				
08-08-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
08-09-2011 Tuesday	Faculty	Final grades for 4-week July session classes	Noon	TopNet
08-10-2011 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
	Deans	Professional Education Council	2:00 PM	GRH 3073

08-11-2011 Thursday	Faculty/Students	Final exams for 5-week July session classes		
08-12-2011 Friday	Graduate Faculty/Graduate Students	Final Thesis Copies due to Graduate Studies	Noon	Graduate Studies & Research, WAB 207
08-13-2011 Saturday				
08-14-2011 Sunday				
08-15-2011 Monday	Provost/New Faculty	New Faculty Orientation	7:30 AM	DUC Annex 330 - Learning Center
	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Provost/Faculty	University Senate Executive Committee	3:15 PM	WAB 239
	Faculty/Staff	Deadline for Employee Tuition Waivers for Fall Semester		
	Provost/Faculty	New Faculty Social & Picnic	6:00 PM	FAC Lawn/ Colonnades
08-16-2011 Tuesday	Faculty	Final grades for 5-week July session classes	Noon	TopNet
08-17-2011 Wednesday	New Faculty	New Faculty Orientation-Human Resources Sessions		DUC A-210
	Provost/Sophomore Faculty	Sophomore Faculty Follow Up	9:00 AM	Faculty House
08-18-2011 Thursday	Faculty	College/Department Meetings		
08-19-2011 Friday				
08-20-2011 Saturday				
08-21-2011 Sunday				
08-22-2011 Monday	President/Provost/ Faculty/Staff	Opening Faculty/Staff Convocation	8:00 AM	Van Meter Auditorium
	Faculty	College/Department Meetings		

08-23-2011 Tuesday	Faculty Students	College/Department Meetings Tuition & fees deadline for students who registered through August 7		
08-24-2011 Wednesday	Faculty Provost/Deans Faculty/Staff/Students	College/Department Meetings Council of Academic Deans M.A.S.T.E.R. Plan Faculty, Staff and Student Cookout	1:30 PM 5:00 PM	WAB 227 DUC South Lawn
08-25-2011 Thursday	Faculty Students Provost Provost	College/Department Meetings ATP Residence halls open University Curriculum Committee University Senate	7:15 AM 8:00 AM 2:00 PM 3:45 PM	DUC WAB 239 Faculty House
08-26-2011 Friday	Students	ATP Residual funds disbursement will be made to students through Higher One.	7:15 AM	DUC
08-27-2011 Saturday				
08-28-2011 Sunday				
08-29-2011 Monday	Faculty/Students Administrative Council Deans Students Faculty/Dept Heads/Deans	Fall semester day and evening classes begin. Administrative Council Graduate Council agenda items due Student initially registering on or after this date will be subject to a late registration penalty of \$50 Research & Creative Activities Program Applications Due Via Email to Department Heads	9:00 AM Noon	President's Conference Room WAB 207
08-30-2011 Tuesday				

08-31-2011 Wednesday	Students	For first bi-term classes: Last day to add a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund for a class.		
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SEPTEMBER 2011

Date	ATTN:	Activity	Time	Location
09-01-2011 Thursday	Students	\$50 Schedule Change Fee begins for first bi-term classes		
09-02-2011 Friday				
09-03-2011 Saturday				
09-04-2011 Sunday				
09-05-2011 Monday	Students	LABOR DAY HOLIDAY No Classes – University Closed Last day to receive 50% refund for first bi-term classes		
09-06-2011 Tuesday	Provost Students Students Students	University Senate Executive Committee Last day to register for a full-time class load (12 or more hours for undergraduates and 9 or more for graduates) For full semester classes: Last day to add a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund for a class. Tuition and fees deadline for students who registered August 8-21	3:15 PM	WAB 239
09-07-2011 Wednesday	Provost/Deans Deans	Council of Academic Deans Professional Education Council	1:30 PM 3:30 PM	WAB 227 GRH 3073

	Students	\$50 Schedule Change Fee begins for full semester classes		
	Students	Last day to receive any refund for first bi-term classes		
09-08-2011 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
09-09-2011 Friday				
09-10-2011 Saturday	Department Heads	Continuance Recommendations for Non-Tenured Faculty (second through fifth year of appointment) due to Dean		Dean's Office
09-11-2011 Sunday				
09-12-2011 Monday	Administrative Council Faculty/Dept Heads/Deans	Administrative Council Research & Creative Activities Program Applications Deadline for Department Heads to email to Deans	9:00 AM	President's Conference Room
09-13-2011 Tuesday	Students	Last day to receive 50% refund for full semester class		
09-14-2011 Wednesday				
09-15-2011 Thursday	Provost	University Senate	3:45 PM	Faculty House
09-16-2011 Friday				
09-17-2011 Saturday				
09-18-2011 Sunday				
09-19-2011 Monday	Administrative Council Faculty/Staff/Students	Administrative Council Winter 2012 Schedule of Classes available on-line	9:00 AM	President's Conference Room Topnet
09-20-2011 Tuesday	Provost	Continuance Recommendations for Non-Tenured Faculty due to Academic Affairs if negative		

	Students	recommendation Last day to receive any refund for the 2011 fall semester for a full-semester class.		
09-21-2011 Wednesday	Provost/Deans Students	Council of Academic Deans Last day to drop a first bi-term class with a W. Last day to change a class from credit to audit.	1:30 PM	WAB 227
09-22-2011 Thursday	Provost	Undergraduate Curriculum Committee	3:45 PM	WAB 239
09-23-2011 Friday				
09-24-2011 Saturday				
09-25-2011 Sunday	Provost	Continuance Recommendations for Non-Tenured Faculty due to President if negative recommendation		
09-26-2011 Monday	Administrative Council Faculty/Dept Heads/ Deans	Administrative Council Research & Creative Activities Program Applications FINAL deadline due via email to internal.grants@wku.edu	9:00 AM	President's Conference Room
09-27-2011 Tuesday	Students Students	Last day to file for change in residency for fee assessment purposes for the 2011 fall semester. Deadline to receive balance of registration and late fees.		
09-28-2011 Wednesday				
09-29-2011 Thursday	Students Students	Last day to apply for 2011 December graduation. 60% point of the first bi-term		
09-30-2011 Friday	Provost	Board of Regents Committee Meeting	9:00 AM	Cornelius A. Martin Regent Room, MMTH

OCTOBER 2011

Date	ATTN:	Activity	Time	Location
10-01-2011 Saturday	Faculty President Faculty	Faculty Application for Promotion and/or Tenure due to Department Head Continuance Recommendations due to Faculty Member if negative recommendation (from President) Sabbatical Applications due to Department Head	4:30 PM	Department Offices
10-02-2011 Sunday				
10-03-2011 Monday	Administrative Council Deans Provost Students	Administrative Council Graduate Council agenda items due University Senate Executive Committee Priority registration for 2012 winter term begins	9:00 AM Noon 3:45 PM	President's Conference Room WAB 207 WAB 239
10-04-2011 Tuesday				
10-05-2011 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
10-06-2011 Thursday	Students	FALL BREAK No Classes – Offices are Open		
10-07-2011 Friday	Students	FALL BREAK No Classes – Offices are Open		
10-08-2011 Saturday				
10-09-2011 Sunday				
10-10-2011 Monday	Administrative Council Faculty/Staff/Students	Administrative Council Spring 2012 Schedule of Classes available on-line	9:00 AM	President's Conference Room Topnet

10-11-2011 Tuesday				
10-12-2011 Wednesday	Deans	Professional Education Council	3:30 PM	GRH 3073
10-13-2011 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
10-14-2011 Friday				
10-15-2011 Saturday				
10-16-2011 Sunday				
10-17-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
10-18-2011 Tuesday	Faculty/Students	Final exams for first bi-term classes		
10-19-2011 Wednesday	Provost/Deans Faculty/Students Students	Council of Academic Deans Final exams for first bi-term classes Last day to drop a full-semester class with a W or change from credit to audit.	1: 30 PM	WAB 239
10-20-2011 Thursday	Provost Faculty/Students Department Heads	University Senate Second bi-term begins Department Heads sabbatical recommendations due to College Sabbatical Review Committee	3:45 PM	Faculty House
10-21-2011 Friday	Provost Faculty	4 th Quarterly Board of Regents Meeting First bi-term final grades due	9:00 AM Noon	Cornelius A. Martin Regent Room, MMTH TopNet
10-22-2011 Saturday				
10-23-2011 Sunday				
10-24-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room

	Students	For second bi-term classes: Last day to register for a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund for a class.		
10-25-2011 Tuesday	Students	\$50 Schedule Change Fee begins for second bi-term classes		
10-26-2011 Wednesday	Students	Last day to receive 50% refund for second bi-term classes		
10-27-2011 Thursday	Provost	Undergraduate Curriculum Committee	3:45 PM	WAB 239
10-28-2011 Friday	Students	Last day to receive any refund for second bi-term classes		
10-29-2011 Saturday				
10-30-2011 Sunday				
10-31-2011 Monday	Administrative Council Students Students	Administrative Council Graduate Council agenda items due 60% point of the fall semester for full semester classes Priority registration for 2012 Spring semester begins	9:00 AM Noon	President's Conference Room WAB 207

NOVEMBER 2011

Date	ATTN:	Activity	Time	Location
11-01-2011 Tuesday	Faculty Department Heads	Post-Tenure and Faculty Annual Evaluations due to Dean Promotion Recommendations and Tenure Recommendations from Dept Heads due to Deans' Offices		
11-02-2011	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227

Wednesday				
11-03-2011 Thursday				
11-04-2011 Friday				
11-05-2011 Saturday				
11-06-2011 Sunday				
11-07-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Provost/ Faculty	University Senate Executive Committee	3:15 PM	WAB 239
11-08-2011 Tuesday				
11-09-2011 Wednesday	Deans	Professional Education Council	3:30 PM	GRH 3073
11-10-2011 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
		Sabbatical Applications due to Deans	4:30 PM	Dean's Offices
11-11-2011 Friday	Students	Last day to drop a second bi-term course with a W, or change from credit to audit.		
11-12-2011 Saturday				
11-13-2011 Sunday				
11-14-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
11-15-2011 Tuesday	Department Heads	Department Head notifies Faculty Member(s) of Promotion/Tenure recommendation to Dean		
11-16-2011 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
11-17-2011 Thursday	Provost	University Senate	3:45 PM	Faculty House

11-18-2011 Friday	Faculty	Mail Call to Departmental Offices for Applications/Nominations for University Distinguished Professor		
	Students	Last day students may remove an incomplete from the 2011 spring or summer term.		
11-19-2011 Saturday				
11-20-2011 Sunday		Sabbatical Applications due to Academic Affairs	4:30 PM	WAB 239
11-21-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Students	60% point of the second bi-term		
11-22-2011 Tuesday	Provost	Undergraduate Curriculum Committee	3:45 PM	WAB 239
11-23-2011 Wednesday		THANKSGIVING HOLIDAY BREAK-University Closed - No Classes.		
11-24-2011 Thursday		THANKSGIVING HOLIDAY BREAK University Closed – No Classes		
11-25-2011 Friday		THANKSGIVING HOLIDAY BREAK University Closed – No Classes		
11-26-2011 Saturday				
11-27-2011 Sunday				
11-28-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Deans	Graduate Council agenda items due	Noon	WAB 207
11-29-2011 Tuesday				
11-30-2011 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227

DECEMBER 2011

Date		Activity	Time	Location
12-01-2011 Thursday	Deans	Tenure and Promotion Recommendations from Deans' Offices Due to Academic Affairs		
	Faculty	Post-Tenure and Faculty Annual Evaluations due to Academic Affairs		
12-02-2011 Friday				
12-03-2011 Saturday				
12-04-2011 Sunday				
12-05-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Provost	University Senate Executive Committee Roster freeze date	3:15 PM	WAB 239
12-06-2011 Tuesday				
12-07-2011 Wednesday	Deans	Professional Education Council	3:30 PM	GRH 3073
12-08-2011 Thursday		Graduate Council Meeting	2:00 PM	WAB 239
12-09-2011 Friday				
12-10-2011 Saturday				
12-11-2011 Sunday				
12-12-2011 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Faculty/Students	FINAL EXAMS		
12-13-2011	Provost	Undergraduate Curriculum	3:45 PM	WAB 239

Tuesday	Faculty/Students	Committee University Distinguished Professor nominations due to committee FINAL EXAMS		
12-14-2011 Wednesday	Deans/Provost Faculty/Students	Council of Academic Deans FINAL EXAMS	1:30 PM	WAB 227
12-15-2011 Thursday	Provost Deans/Provost Provost Faculty/Staff Faculty/Students	University Senate Dean to notify candidate of tenure recommendation to Provost/VPAA Sabbatical applications due to President Deadline for Employee Tuition Waivers for Winter Term FINAL EXAMS	3:45 PM	Faculty House
12-16-2011 Friday	Graduate Faculty/Graduate Students President/Provost/Students/Faculty/Staff Deans Faculty/Students	Final Thesis copies due to Graduate Studies Fall Graduate Commencement Outstanding Black Graduates Recognition Ceremony Deans' Evaluations due of Department Heads up for 4-Year Review FINAL EXAMS	Noon 5:30 PM 7:00 PM	Graduate Studies & Research, WAB 207 Diddle Arena Diddle Arena
12-17-2011 Saturday	Provost	Fall Undergraduate Commencement	10:00 AM	Diddle Arena
12-18-2011 Sunday				
12-19-2011 Monday		WINTER HOLIDAY BREAK begins		
12-20-2011 Tuesday	Faculty	Final grades due Holiday Break	Noon	TopNet

12-21-2011 Wednesday		Holiday Break		
12-22-2011 Thursday		Holiday Break		
12-23-2011 Friday		Holiday Break		
12-24-2011 Saturday		Holiday Break		
12-25-2011 Sunday		CHRISTMAS DAY		
12-26-2011 Monday		Holiday Break		
12-27-2011 Tuesday		Holiday Break		
12-28-2011 Wednesday		Holiday Break		
12-29-2011 Thursday		Holiday Break		
12-30-2011 Friday		Holiday Break		
12-31-2011 Saturday		Holiday Break – New Year’s Eve		

JANUARY 2012

Date	ATTN:	Activity	Time	Location
01-01-2012 Sunday		Holiday Break – New Year’s Day		
01-02-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President’s Conference Room
	Deans	Graduate Council agenda items due	Noon	WAB 207
	Provost	University Senate Executive Committee	3:45 PM	WAB 239
	Faculty/Students	Winter Term Classes begin. Last day to register for Winter Term.		

		Students registering on this date will be subject to a late registration penalty of \$50.		
01-03-2012 Tuesday	Students	Last day to drop a class without a grade. Last day to receive 100% refund. Last day to change from audit to credit. Tuition and fees are due for Winter term.		
01-04-2012 Wednesday	Students	Last day to receive 50% refund for withdrawal; \$50 schedule change fee assessed.		
01-05-2012 Thursday				
01-06-2012 Friday				
01-07-2012 Saturday				
01-08-2012 Sunday				
01-09-2012 Monday	Administrative Council Provost/Faculty	Administrative Council University Senate Executive Committee	9:00 AM 3:45 PM	President's Conference Room WAB 239
01-10-2012 Tuesday	Students	Last day to withdraw from a Winter Term class. Last day to change from credit to audit.		
01-11-2012 Wednesday	Provost/Deans Provost	Council of Academic Deans Professional Education Council	1:30 PM 3:30 PM	WAB 227 GRH 3073
01-12-2012 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
01-13-2012 Friday	Students	Tuition and fees deadline for students who registered through December 6.		
01-14-2012 Saturday				
01-15-2012 Sunday	Faculty/Staff	Deadline for Employee Tuition Waivers for Spring Semester		
01-16-2012		Martin Luther King, Jr. Day		

Monday		University Closed – No Classes		
01-17-2012 Tuesday				
01-18-2012 Wednesday				
01-19-2012 Thursday	Students	Residence halls open	8:00 AM	
	Provost	ATP	7:15 AM	DUC
		University Senate	3:45 PM	Faculty House
01-20-2012 Friday	Provost	ATP	7:15 AM	DUC
		1st Quarterly Board of Regents Meeting	9:00 AM	Cornelius A. Martin Regent Room, MMTH
	Faculty/Students	Winter Term Final Exams		
01-21-2012 Saturday	Department Heads	University Distinguished Professor formal application (including 3 External Peer Review Names) due to department head		
01-22-2012 Sunday				
01-23-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Faculty/Students	Day and evening classes begin. Students initially registering on or after this date will be subject to a late registration penalty of \$50.		
	Faculty/Staff/Students	Summer 2012 Schedule of Classes Available on-line		TopNet
01-24-2012 Tuesday	Faculty	Winter Term final grades due by noon.	12:00 PM	TopNet
01-25-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
	Students	For 1 st bi-term: Last day to add a class. Last day to drop a class without a grade. Last day to change from audit to credit. Last day to receive 100% refund.		
01-26-2012 Thursday	Provost	Undergraduate Curriculum Committee	3:45 PM	WAB 239
	Students	\$50 Schedule Change Fee begins		

		for first bi-term classes.		
01-27-2012 Friday				
01-28-2012 Saturday				
01-29-2012 Sunday		Last day to receive 50% refund for 1 st bi-term classes.		
01-30-2012 Monday	Administrative Council Deans Students Students Students	Administrative Council Graduate Council agenda items due Last day to register for a full-time class load (12 or more hours for undergraduates and 9 or more for graduates). For full semester classes: Last day to add a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund. Deadline to apply for spring 2012 graduation. Students planning to graduate in August 2012 must apply by this date to participate in the spring commencement ceremony.	9:00 AM Noon	President's Conference Room WAB 207
01-31-2012 Tuesday	Students	\$50 Schedule Change Fee begins for full semester classes. Last day to receive any refund for first bi-term classes.		

FEBRUARY 2012

Date	ATTN:	Activity	Time	Location
02-01-2012 Wednesday	Provost	Provost Recommendations for Faculty Tenure/Promotion due to President		
02-02-2012 Thursday				

02-03-2012 Friday				
02-04-2012 Saturday	Deans	University Distinguished Professor formal application (including 3 External Peer Review Names) due to Dean's Office	4:30 PM	Dean's Office
02-05-2012 Sunday				
02-06-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Provost	University Senate Executive Committee	3:45 PM	WAB 239
	Students	Last day to receive 50% refund for full semester class.		
02-07-2012 Tuesday				
02-08-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
	Deans	Professional Education Council	3:30 PM	GRH 3073
02-09-2012 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
02-10-2012 Friday	Provost	Provost notifies faculty of sabbatical recommendation Staff Performance Appraisals (below the level of Director) due to Human Resources		
02-11-2012 Saturday				
02-12-2012 Sunday				
02-13-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
	Students	Last day to receive any refund for the 2012 spring semester (full semester classes).		
02-14-2012 Tuesday		Last day to drop a first bi-term class with a W. Last day to change a class from credit to audit.		
02-15-2012	Provost	Provost notifies faculty of		

Wednesday		promotion/tenure recommendation University Distinguished Professor Application (including 3 External Peer Reviewer Names) due to UDP committee	4:30 PM	Academic Affairs WAB 239
02-16-2012 Thursday	Provost	University Senate	3:45 PM	Faculty House
02-17-2012 Friday		Staff Performance Appraisals at the Director level and above due to Human Resources		
02-18-2012 Saturday				
02-19-2012 Sunday				
02-20-2012 Monday	Administrative Council Students	Administrative Council 60% point of the first bi-term	9:00 AM	President's Conference Room
02-21-2012 Tuesday	Students Students	Last day to file for change in residency for fee assessment purposes for the 2012 spring semester. Deadline to receive balance of registration fees, including late payment fees.		
02-22-2012 Wednesday	Provost/Deans Provost	Council of Academic Deans Deadline to VPAA to mail Letter to external peer reviewer	1:30 PM	WAB 227
02-23-2012 Thursday	Provost	Undergraduate Curriculum Committee	3:45 PM	WAB 239
02-24-2012 Friday				
02-25-2012 Saturday				
02-26-2012 Sunday				
02-27-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
02-28-2012				

Tuesday				
2/29/2012 Wednesday				

MARCH 2012

Date	ATTN:	Activity	Time	Location
03-01-2012 Thursday				
03-02-2012 Friday				
03-03-2012 Saturday				
03-04-2012 Sunday				
03-05-2012 Monday	Administrative Council Deans	Administrative Council Graduate Council agenda items due SPRING BREAK begins No Classes – Offices are Open	9:00 AM Noon	President's Conference Room WAB 207
03-06-2012 Tuesday	Faculty/Staff/ Students	SPRING BREAK Fall 2012 Schedule of Classes available on-line		TopNet
03-07-2012 Wednesday	Provost/Deans Deans	Council of Academic Deans Professional Education Council SPRING BREAK	1:30 PM 3:30 PM	WAB 227 GRH 3073
03-08-2012 Thursday		SPRING BREAK		
03-09-2012 Friday		SPRING BREAK		
03-10-2012 Saturday				

03-11-2012 Sunday				
03-12-2012 Monday	Administrative Council Provost/Faculty Students	Administrative Council University Senate Executive Committee Priority registration for 2012 summer term begins.	9:00 AM 3:15 PM	President's Conference Room WAB 239
03-13-2012 Tuesday			4:30 PM	Academic Affairs WAB 239
03-14-2012 Wednesday				
03-15-2012 Thursday	Students Academic Affairs	ATP Graduate Council Meeting Final examinations for first bi-term classes University Distinguished Professors evaluation by external peer reviewer due to committee	7:15 AM 2:00 PM	DUC WAB 239
03-16-2012 Friday	Students Students	Final examinations for first bi-term classes For full semester classes: Last day to drop a class with a W. Last day to change a class from credit to audit.		
03-17-2012 Saturday				
03-18-2012 Sunday				
03-19-2012 Monday	Administrative Council Students	Administrative Council Second bi-term begins	9:00 AM	President's Conference Room
03-20-2012 Tuesday	Faculty	First bi-term final grades due by noon.	12:00 PM	TopNet
03-21-2012 Wednesday	Provost/Deans Students	Council of Academic Deans For second bi-term classes: Last day to register for a class. Last	1:30 PM	WAB 227

		day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund.		
03-22-2012 Thursday	Provost/Faculty Students	University Senate \$50 Schedule Change Fee begins for second bi-term classes.	3:45 PM	Faculty House
03-23-2012 Friday				
03-24-2012 Saturday		ATP	7:15 AM	DUC
03-25-2012 Sunday	Students	Last day to receive 50% refund for a second bi-term class.		
03-26-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
03-27-2012 Tuesday	Students	Last day to receive any refund for second bi-term class.		
03-28-2012 Wednesday				
03-29-2012 Thursday	Provost	ATP Undergraduate Curriculum Committee	7:15 AM 3:45 PM	DUC WAB 239
03-30-2012 Friday	Department Heads Provost	Begin processing of paperwork for reappointments for one-year temporary appointments Board of Regents Committee Meeting	9:00 AM	Cornelius A. Martin Regent Room, MMTH
03-31-2012 Saturday				

APRIL 2012

Date	ATTN:	Activity	Time	Location
04-01-2012 Sunday				

04-02-2012 Monday	Administrative Council Deans Students	Administrative Council Graduate Council agenda items due 60% point of the spring semester for full semester classes	9:00 AM Noon	President's Conference Room WAB 207
04-03-2012 Tuesday				
04-04-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
04-05-2012 Thursday				
04-06-2012 Friday				
04-07-2012 Saturday				
04-08-2012 Sunday				
04-09-2012 Monday	Administrative Council Provost/Faculty	Administrative Council University Senate Executive Committee	9:00 AM 3:15 PM	President's Conference Room WAB 239
04-10-2012 Tuesday		ATP	7:15 AM	DUC
04-11-2012 Wednesday	Deans Students Students	Professional Education Council For second bi-term classes: Last day to drop a class with a W. Last day to change a class from credit to audit. Priority registration for 2012 fall semester begins.	3:30 PM	GRH 3073
04-12-2012 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
04-13-2012 Friday	Students	Last day students may remove an incomplete from the 2011 fall semester.		

04-14-2012 Saturday		ATP	7:15 AM	DUC
04-15-2012 Sunday				
04-16-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
04-17-2012 Tuesday				
04-18-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
04-19-2012 Thursday	Provost/Faculty	ATP University Senate	7:15 PM 3:45 PM	DUC Faculty House
04-20-2012 Friday	Students	60% point of the second bi-term		
04-21-2012 Saturday				
04-22-2012 Sunday				
04-23-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
04-24-2012 Tuesday				
04-25-2012 Wednesday				
04-26-2012 Thursday	Provost	Undergraduate Curriculum Committee	3:45 PM	WAB 239
04-27-2012 Friday	Department Heads Provost Students	Begin processing of paperwork due for reappointments for one-year temporary reappointments Board of Regents 2 nd Quarterly Meeting Last day to apply for August 2012 graduation.	9:00 AM	Dean's Office Cornelius A. Martin Regent Room, MMTH
04-28-2012 Saturday				

04-29-2012 Sunday				
04-30-2012 Monday	Administrative Council Deans Provost/Deans/Admin. Council	Administrative Council Graduate Council agenda items due Roster freeze date (no late adds or withdrawals for extenuating circumstances will be processed after this date). Approval of Academic Calendar Deadline	9:00 AM Noon	President's Conference Room WAB 207

MAY 2012

Date	ATTN:	Activity	Time	Location
05-01-2012 Tuesday	Faculty/Staff	Deadline for Employee Tuition Waivers for Summer Term		
05-02-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
05-03-2012 Thursday				
05-04-2012 Friday		University Distinguished Professor Committee recommendations due to Provost		
05-05-2012 Saturday				
05-06-2012 Sunday				
05-07-2012 Monday	Administrative Council Faculty/Provost Students	Administrative Council University Senate Executive Committee FINAL EXAMS begin	9:00 AM 3:15 PM	President's Conference Room WAB 239
05-08-2012 Tuesday	Students	FINAL EXAMS		

05-09-2012 Wednesday	Deans Students	Professional Education Council FINAL EXAMS	3:30 PM	GRH 3073
05-10-2012 Thursday	Students	Graduate Council Meeting FINAL EXAMS	2:00 PM	WAB 239
05-11-2012 Friday	Graduate Students Students President/Provost/ Faculty/Graduate Students	Final Thesis Copies due to Graduate Studies FINAL EXAMS Graduate Commencement Outstanding Black Graduates Recognition Ceremony	Noon 5:00 PM 7:00 PM	Graduate Studies & Research, WAB 207 E.A. Diddle Arena
05-12-2012 Saturday	President/Provost/ Faculty/Students	Undergraduate Commencement Ceremonies: University College; Health & Human Services Science & Engineering; Education & Behavioral Sciences Arts & Letters; Business	 9:30 AM 2:00 PM 6:00 PM	 E.A. Diddle Arena E.A. Diddle Arena E.A. Diddle Arena
05-13-2012 Sunday	President/Provost Owensboro Faculty & Students Students	Owensboro Campus Commencement Residence halls open for summer term.		River Park Center, Owensboro, KY
05-14-2012 Monday	Administrative Council President Students	Administrative Council Final Tenure Decision from President Summer Term 2012 begins Students registering on or after this date for May Session classes will be assessed \$50 late registration fee.	9:00 AM	President's Conference Room
05-15-2012 Tuesday	Faculty Provost	Final grades due for Spring 2012 University Senate	Noon 3:45 PM	Topnet Faculty House
05-16-2012 Wednesday	Provost/Deans Provost	Council of Academic Deans University Distinguished Professor Recommendations due from Provost to President	1:30 PM	WAB 227

05-17-2012 Thursday				
05-18-2012 Friday				
05-19-2012 Saturday				
05-20-2012 Sunday				
05-21-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
05-22-2012 Tuesday				
05-23-2012 Wednesday				
05-24-2012 Thursday				
05-25-2012 Friday				
05-26-2012 Saturday				
05-27-2012 Sunday				
05-28-2012 Monday		MEMORIAL DAY HOLIDAY University Closed – No Classes		
05-29-2012 Tuesday		All paperwork due for reappointments and for one-year temporary appointments	4:30 PM	WAB 239
05-30-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
05-31-2012 Thursday				

JUNE 2012

Date	ATTN:	Activity	Time	Location
06-01-2012 Friday				
06-02-2012 Saturday				
06-03-2012 Sunday				
06-04-2012 Monday	Administrative Council Deans	Administrative Council Graduate Council agenda items due	9:00 AM Noon	President's Conference Room WAB 207
06-05-2012 Tuesday		ATP	7:15 AM	DUC
06-06-2012 Wednesday	Deans	Professional Education Council	2:00 PM	GRH 3073
06-07-2012 Thursday				
06-08-2012 Friday		ATP	7:15 AM	DUC
06-09-2012 Saturday				
06-10-2012 Sunday				
06-11-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
06-12-2012 Tuesday	Students	Last day to file for a change of residency for tuition assessment purposes for the 2012 summer term.		
06-13-2012 Wednesday	Provost/Deans	ATP Council of Academic Deans	7:15 AM 1:30 PM	DUC WAB 227
06-14-2012 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
06-15-2012 Friday				
06-16-2012				

Saturday				
06-17-2012 Sunday				
06-18-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
06-19-2012 Tuesday				
06-20-2012 Wednesday				
06-21-2012 Thursday				
06-22-2012 Friday	Provost Provost	Board of Regents Special Budget Approval Meeting Board of Regents Committee Meeting	10:00 AM	Cornelius A. Martin Regent Room, MMTH
06-23-2012 Saturday				
06-24-2012 Sunday				
06-25-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
06-26-2012 Tuesday				
06-27-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
06-28-2012 Thursday				
06-29-2012 Friday				
06-30-2012 Saturday				

JULY 2012

Date	ATTN:	Activity	Time	Location
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07-01-2012 Sunday				
07-02-2012 Monday	Deans	Independence Day Observed. University closed. Graduate Council agenda items due	Noon	WAB 207
07-03-2012 Tuesday				
07-04-2012 Wednesday				
07-05-2012 Thursday				
07-06-2012 Friday				
07-07-2012 Saturday				
07-08-2012 Sunday				
07-09-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
07-10-2012 Tuesday				
07-11-2012 Wednesday	Provost/Deans Deans	Council of Academic Deans Professional Education Council	1:30 PM 2:00 PM	WAB 227 GRH 3073
07-12-2012 Thursday		Graduate Council Meeting	3:30 PM	WAB 239
07-13-2012 Friday				
07-14-2012 Saturday				
07-15-2012 Sunday				
07-16-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
07-17-2012 Tuesday		ATP	7:15 AM	DUC

07-18-2012 Wednesday				
07-19-2012 Thursday		ATP	7:15 AM	DUC
07-20-2012 Friday				
07-21-2012 Saturday				
07-22-2012 Sunday				
07-23-2012 Monday	Administrative Council	Administrative Council	9:00 AM	President's Conference Room
07-24-2012 Tuesday				
07-25-2012 Wednesday	Provost/Deans	Council of Academic Deans	1:30 PM	WAB 227
07-26-2012 Thursday				
07-27-2012 Friday	Provost	Board of Regents 3 rd Quarterly Meeting	9:00 AM	Cornelius A. Martin Regent Room, MMTH
07-28-2012 Saturday				
07-29-2012 Sunday				
07-30-2012 Monday				
07-31-2012 Tuesday				