

10-25-2002

SR-02-03-(8) 38 BAPC

Marshall University

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**BUDGET & ACADEMIC POLICY COMMITTEE
RECOMMENDATION**


SR-02-03-(8) 38 BAPC

Recommends that the University adopt the attached Academic Calendar 2003 – 2004 and the Academic Calendar 2004 – 2005.

RATIONALE:

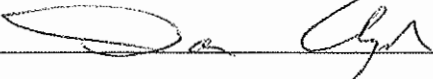
The adoption of a new two-year calendar, and its inclusion in the forthcoming university catalog, is needed to allow faculty, administrators, staff, and students to plan or schedule future activities.

FACULTY SENATE PRESIDENT:

APPROVED BY SENATE:  DATE: 10-25-02

DISAPPROVED BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED:  DATE: 10/30/02

DISAPPROVED: _____ DATE: _____

COMMENTS: October 24, 2002 - Approved as amended due to approval of

SR-02-03-(9) 39 BAPC.

DRAFT 1

Marshall University Academic Calendar for 2003-2004

First Semester 2003 – 2004

August 18, Monday – August 22, Friday	Registration and Add/Drop (Schedule Adjustment)
August 23, Saturday, 9 a.m.	Residence Halls Open
August 25, Monday, 8 a.m.	First Day of Classes
August 25, Monday – August 27, Wednesday	Late Registration
August 25, Monday – August 29, Friday	Add/Drop (Schedule Adjustment)
August 29, Friday	Last Day to Add Classes (Withdrawals Only After This Date)
August 30 – September 1	University Computer Services Unavailable
September 1, Monday	Labor Day Holiday – University Closed
September 2, Tuesday	“W” Withdrawal Period Begins
September 19, Friday	Application for December Graduation Due in Academic Dean’s Office
September 26, Friday	Last Day to Drop 1 st 8 Weeks Courses
October 10, Friday	Final Draft of Thesis/Dissertation Due in Advisor’s Office
October 14, Tuesday	Mid-Semester, 1 st 8 Weeks Courses End
October 15, Wednesday	2 nd 8 Weeks Courses Begin
October 20, Monday	Deadline for Submitting Freshmen Mid Term Grades
October 31, Friday	Last Day to Drop a Full Semester Individual Course
November 3 – December 5	Complete Withdrawals Only
November 14, Friday	Last Day to Drop 2 nd 8 Weeks Courses
November 10 – November 21	Advance Registration for Spring Semester for Currently Enrolled Students
November 24 – December 5	Advanced Registration for Spring Semester Open to All Admitted/Re-Admitted Students
November 25, Tuesday, 6 p.m.	Residence Halls Close
November 26, Wednesday – November 29, Sat.	Thanksgiving/Fall Break – Classes Dismissed
November 27 – November 30	University Computer Services Unavailable
November 27, Thursday	Thanksgiving Holiday – University Closed
November 28, Friday	University Holiday – University Closed
November 30, Sunday, Noon	Residence Halls Open
December 1, Monday	Classes Resume
December 1, Monday – December 5, Friday	“Dead Week”
December 2, Tuesday	Last Possible Date for Thesis/Dissertation Defense
December 5, Friday	Last Class Day and Last Day to Completely Withdraw for Fall Semester
December 6, Saturday	Exam Day for Saturday Classes
December 8 – December 28	Advance Registration and Add/Drop for Spring Semester is Suspended
December 8, Monday	Approved Thesis/Dissertation Must Be Submitted Electronically and All Paperwork/Checks Must Be in Graduate College Office
December 8, Monday	Exam Day
December 9, Tuesday	Exam Day
December 10, Wednesday	Study Day – Exams for Wednesday Classes 3 p.m. and After Will Be Held
December 11, Thursday	Exam Day
December 12, Friday	Exam Day – Fall Semester Closes – Official Graduation Date for Fall Semester
December 12, Friday, 6 p.m.	Residence Halls Close
December 15, Monday	Deadline for Submitting Final Set of Grades
December 23, Tuesday – January 1, 2004, Thur.	University Closed
December 29 – 31	MLO Registration Resumes
January 2, 2004, Friday	University Offices Open

Second Semester 2003 – 2004

January 2, 2004, Friday	University Offices Open
January 2, Friday – January 9, Friday	Registration and Add/Drop (Schedule Adjustment)
January 11, Sunday, 9 a.m.	Residence Halls Open
January 12, Monday	First Day of Class
January 12, Monday – January 14, Wednesday	Late Registration
January 12, Monday – January 16, Friday	Add/Drop (Schedule Adjustment)
January 16, Friday	Last Day to Add Classes (Withdrawals Only After This Date)
January 19, Monday	Martin Luther King, Jr. Holiday – University Closed
January 20, Tuesday	“W” Withdrawal Period Begins
January 23, Friday	Application for May Graduation Due in Academic Dean’s Office
February 13, Friday	Last Day to Drop 1 st 8 Weeks Courses
March 3, Wednesday	Mid-Semester, 1 st 8 Weeks Courses End
March 4, Thursday	2 nd 8 Weeks Courses Begin
March 8, Monday	Deadline for Submitting Freshmen Mid Term Grades
March 12, Friday	Final Draft of Thesis/Dissertation Due in Advisor’s Office
March 13, Saturday, Noon	Residence Halls Close
March 14, Sunday – March 21, Sunday	Spring Break – Classes Dismissed
March 21, Sunday - Noon	Residence Halls Open
March 22, Monday	Classes Resume
March 26, Friday	Last Day to Drop a Full Semester Individual Course
March 29 – April 30	Complete Withdrawals Only
March 29 – April 2	Advanced Registration for Summer Session for Currently Enrolled Students
April 5	Advanced Registration for Summer Session Open to All Admitted/Re-admitted Students
April 8, Thursday	Last Day to Drop 2 nd 8 Weeks Courses
April 12 – April 23	Advanced Registration for Fall Semester for Currently Enrolled Students
April 26, Monday	Last Possible Date for Thesis/Dissertation Defense
April 26, Monday – April 30, Friday	“Decad Week”
April 26 – April 30	Advanced Registration for Fall Semester Open to All Admitted/Readmitted Students Except First-Time Fall Undergraduates
April 30, Friday	Last Class Day and Last Day to Completely Withdraw for Spring Semester
May 3 – May 14	Advanced Registration and Add/Drop for Fall Semester is Suspended
May 1, Saturday	Exam Day for Saturday Classes
May 3, Monday	Approved Thesis/Dissertation Must Be Submitted Electronically and All Paperwork/Checks Must Be In Graduate College Office
May 3, Monday	Exam Day
May 4, Tuesday	Exam Day
May 5, Wednesday	Study Day- Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 6, Thursday	Exam Day
May 7, Friday	Exam Day
May 7, Friday, 6 p.m.	Residence Hall Close (except for graduating seniors)
May 8, Saturday	167 th Commencement Exercises
May 10, Monday	Summer Session “A” Begins
May 11, Tuesday	Deadline for Submitting Final Set of Grades
May 17, Monday	Registration and Add/Drop Resume for Fall Semester for All Students Except First Time Fall Undergraduates
May 29 – May 31	University Computer Services Unavailable
May 31, Monday	Memorial Day Holiday – University Closed

Summer Sessions 2004**Session A:**

May 7, Friday, 8 a.m. – 5 p.m.
 May 10, Monday
 May 10, Monday, 8 a.m. – 5 p.m.
 May 28, Friday
 May 29 – May 31
 May 31, Monday
 June 1 – June 3
 June 3, Thursday
 June 4, Friday
 June 7, Monday

Session A – Regular Registration
 Session A – First Day of Classes
 Late Registration and Last Day to Add Classes for Session A
 Last Day to Drop an Individual Course
 University Computer Services Unavailable
 Memorial Day Holiday – University Closed
 Complete Withdrawals Only
 Last Class Day – Last Day to Withdraw for Session A
 Final Examination Day – Session A Ends
 Deadline for Submitting Final Grades for Session A

Session B:

Term 1 (12 Weeks) May 17 – August 9
 Term 2 (6 Weeks) May 17 – June 28
 Term 3 (6 Weeks) June 29 – August 9

Term 1

May 14, Friday 8 a.m. – 5 p.m.
 May 17, Monday
 May 17, Monday
 May 29 – May 31
 May 31, Monday
 July 5, Monday
 July 16, Friday
 July 23, Friday
 August 2, Monday
 August 6, Friday
 August 9, Monday
 August 11, Wednesday
 August 12, Thursday

Regular Registration – Session B
 First Class Day
 Late Registration and Last Day to Add Classes for Session B
 University Computer Services Unavailable
 Memorial Day Holiday – University Closed
 Independence Day Holiday Observed – University Closed
 Final Draft of Thesis/Dissertation Due in Advisor's Office
 Last Day to Drop an Individual Course
 Last Possible Date for Thesis/Dissertation Defense
 Last Class Day
 Final Examination Day
 Deadline for Submitting Grades
 Approved Thesis/Dissertation Must Be Submitted Electronically
 and All Paperwork/Checks Must Be in Graduate College Office

Term 2

May 14, Friday, 8 a.m. – 5 p.m.
 May 17, Monday
 May 17, Monday
 May 29 – May 31
 May 31, Monday
 June 11, Friday
 June 11, Friday
 June 25, Friday
 June 28, Monday
 June 30, Wednesday
 July 7, Wednesday

Regular Registration – Session B
 First Class Day
 Late Registration and Last Day to Add Classes for Session B
 University Computer Services Unavailable
 Memorial Day Holiday – University Closed
 Last Day to Drop an Individual Course
 Final Draft of Thesis/Dissertation Due In Advisor's Office
 Last Class Day
 Final Examination Day
 Deadline for Submitting Grades
 Approved Thesis/Dissertation Must Be Submitted Electronically
 and All Paperwork/Check Must Be in Graduate College Office

Term 3

June 29, Tuesday
 July 5, Monday
 July 16, Friday
 July 23, Friday
 August 2, Monday
 August 6, Friday
 August 9, Monday
 August 11, Wednesday
 August 12, Thursday

First Class Day
 Independence Day Holiday Observed – University Closed
 Final Draft of Thesis/Dissertation Due In Advisor's Office
 Last Day to Drop an Individual Course
 Last Possible Date for Thesis/Dissertation Defense
 Last Class Day
 Final Examination Day
 Deadline for Submitting Grades
 Approved Thesis/Dissertation Must Be Submitted Electronically
 and All Paperwork/Checks Must Be In Graduate College Office

Session C:

June 4, Friday, 8 a.m. – 5 p.m.

June 6, Sunday, 9 a.m.

June 7, Monday

June 7, Monday

June 11, Friday

June 25, Friday

June 28 – July 8

July 5, Monday

July 7, Wednesday

July 8, Thursday

July 9, Friday

July 12, Monday

Regular Registration – Session C

Residence Halls Open

Session C – First Day of Classes

Late Registration and Last Day to Add Classes for Session C

Application for July Graduation Due in Academic Dean's Office.

Final Draft of Thesis/Dissertation Due in Advisor's Office

Last Day to Drop an Individual Course

Complete Withdrawals Only

Independence Day Holiday – University Closed

Approved Thesis/Dissertation Must Be Submitted Electronically
and All Paperwork/Checks Must Be in Graduate College Office

Last Class Day – Last Day to Withdraw from Session C

Final Examination Day – Session C Ends – Official July

Graduation Date

Deadline for Submitting Final Grades for Session C

Session D:

July 12, Monday, 8 a.m. – 5 p.m.

July 13, Tuesday

July 13, Tuesday

July 16, Friday

Session D – Regular Registration

Session D – First Day of Classes

Late Registration and Last Day to Add Classes for Session D

Application for August Graduation Date Due in Academic Dean's
Office. Final Draft of Thesis/ Dissertation Due in Advisor's
Office.

Last Possible Date for Thesis/Dissertation Defense.

Last Day to Drop an Individual Course

Complete Withdrawals Only

Last Class Day – Last Day to Withdraw from Session D –

Approved Thesis or Dissertation Must Be Submitted
Electronically and All Paperwork/Checks Must Be in Graduate
College Office

Final Examination Day – Session D Ends – Official August

Graduation Date

Residence Halls Close

Deadline for Submitting Final Grades for Session D

August 2, Monday

August 6, Friday

August 9 – August 12

August 12, Thursday

August 13, Friday

August 13, Friday, 6 p.m.

August 16, Monday

DRAFT 1

Marshall University Academic Calendar for 2004– 2005

First Semester 2004 – 2005

August 16, Monday – August 20, Friday	Registration and Add/Drop (Schedule Adjustment)
August 21, Saturday, 9 a.m.	Residence Halls Open
August 23, Monday, 8 a.m.	First Day of Classes
August 23, Monday – August 25, Wednesday	Late Registration
August 23, Monday – August 27, Friday	Add/Drop (Schedule Adjustment)
August 27, Friday	Last Day to Add Classes (Withdrawals Only After This Date)
August 30, Monday	“W” Withdrawal Period Begins
September 4 – September 6	University Computer Services Unavailable
September 6, Monday	Labor Day Holiday – University Closed
September 17, Friday	Application for December Graduation Due in Academic Dean’s Office
September 24, Friday	Last Day to Drop 1 st 8 Weeks Courses
October 11, Monday	Final Draft of Thesis/Dissertation Due in Advisor’s Office
October 12, Tuesday	Mid-Semester, 1 st 8 Weeks Courses End
October 13, Wednesday	2 nd 8 Weeks Courses Begin
October 18, Monday	Deadline for Submitting Freshmen Mid Term Grades
October 29, Friday	Last Day to Drop a Full Semester Individual Course
November 1 – December 3	Complete Withdrawals Only
November 12, Friday	Last Day to Drop 2 nd 8 Weeks Courses
November 8 – November 19	Advance Registration for Spring Semester for Currently Enrolled Students
November 22 – December 3	Advance Registration for Spring Semester Open to All Admitted/Re-Admitted Students
November 23, Tuesday, 6 p.m.	Residence Halls Close/Night Classes Meet
November 24, Wednesday – November 28, Sat.	Thanksgiving Break – Classes Dismissed
November 25 – November 28	University Computer Services Unavailable
November 25, Thursday	Thanksgiving Holiday – University Closed
November 26, Friday	University Holiday – University Closed
November 28, Sunday, Noon	Residence Halls Open
November 29, Monday	Classes Resume
November 29, Monday – December 3, Friday	“Dead Week”
December 3, Friday	Last Class Day and Last Day to Completely Withdraw for Fall Semester
December 4, Saturday	Last Possible Date for Thesis/Dissertation Defense
December 6 – December 27	Exam Day for Saturday Classes
December 6, Monday	Advance Registration and Add/Drop for Spring Semester is Suspended
December 7, Tuesday	Exam Day
December 8, Wednesday	Exam Day
December 9, Thursday	Study Day—Exams for Wednesday Classes 3 p.m. and After Will be Held
December 9, Thursday	Exam Day
December 10, Friday	Approved Thesis/Dissertation Must Be Submitted Electronically and All Paperwork/Checks Must Be in Graduate College Office
December 10, Friday, 6 p.m.	Exam Day—Fall Semester Closes—Official Graduation Date for Fall Semester
December 13, Monday	Residence Halls Close
December 23, Thursday – January 2, 2005, Sunday	Deadline for Submitting Final Set of Grades
December 28 – 31	University Offices Closed
January 3, 2005, Monday	MLO Registration Resumes
	University Offices Open

Second Semester 2004 – 2005

January 3, 2005, Monday	University Offices Open
January 3, Monday – January 7, Friday	Registration and Add/Drop (Schedule Adjustment)
January 9, Sunday, 9 a.m.	Residence Hall Open
January 10, Monday	First Day of Classes
January 10, Monday – January 12, Wednesday	Late Registration
January 10, Monday – January 14, Friday	Add/Drop (Schedule Adjustment)
January 14, Friday	Last Day to Add Classes (Withdrawals Only After This Date)
January 17, Monday	Martin Luther King, Jr. Holiday – University Closed
January 18, Tuesday	“W” Withdrawal Period Begins
January 21, Friday	Application for May Graduation Due in Academic Dean’s Office
February 11, Friday	Last Day to Drop 1 st 8 Weeks Courses
March 2, Wednesday	Mid-Semester, 1 st 8 Weeks Courses End
March 3, Thursday	2 nd 8 Weeks Courses Begin
March 7, Monday	Deadline for Submitting Freshmen Mid Term Grades
March 14, Monday	Final Draft of Thesis/Dissertation Due in Advisor’s Office
March 19, Saturday, Noon	Residence Halls Close
March 20, Sunday – March 27, Sunday	Spring Break – Classes Dismissed
March 27, Sunday, Noon	Residence Halls Open
March 28, Monday – April 1, Friday	Advance Registration For Summer Session for Currently Enrolled Students
April 1, Friday	Last Day to Drop a Full Semester Individual Course
April 4 – April 29	Complete Withdrawals Only
April 4	Advance Registration for Summer Session Open to ALL Admitted/Re-admitted Students
April 8, Friday	Last Day to Drop 2 nd 8 Weeks Courses
April 11 – April 22	Advance Registration Fall Semester for Currently Enrolled Students
April 25, Monday	Last Possible Date for Thesis/Dissertation Defense
April 25, Monday – April 29, Friday	“Dead Week”
April 25 - 29	Advance Registration for Fall Semester Open to ALL Admitted/Re-admitted Students Except First Time Fall Undergraduates
April 29	Last Class Day and Last Day to Completely Withdraw for Spring Semester
April 30, Saturday	Exam Day for Saturday Classes
May 2, Monday	Exam Day
May 3, Tuesday	Exam Day
May 4, Wednesday	Study Day—Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 5, Thursday	Exam Day
May 5, Thursday	Approved Thesis/Dissertation Must Be Submitted Electronically and All Paperwork/Checks Must Be in Graduate College Office
May 6, Friday	Exam Day
May 6, Friday, 6 p.m.	Residence Halls Close (except for graduating students)
May 7, Saturday	168 th Commencement Exercises
May 9 – May 13	Advance Registration and Add/Drop for Fall Semester is Suspended
May 9, Monday	Summer Session A Begins
May 10, Tuesday	Deadline for Submitting Final Set of Grades
May 16, Monday	Registration and Add/Drop Resumes for Fall Semester for All Students Except First Time Fall Undergraduates
May 28 – May 30	University Computer Services Unavailable
May 30, Monday	Memorial Day Holiday – University Closed

Summer Sessions 2005**Session A:**

May 6, Friday, 8 a.m. – 5 p.m.
 May 9, Monday
 May 9, Monday, 8 a.m. – 5 p.m.
 May 27, Friday
 May 28 – May 30
 May 30, Monday
 May 31 – June 2
 June 2, Thursday
 June 3, Friday
 June 6, Monday

Session A – Regular Registration
 Session A – First Day of Classes
 Late Registration and Last Day to Add Classes for Session A
 Last Day to Drop an Individual Course
 University Computer Services Unavailable
 Memorial Day Holiday – University Closed
 Complete Withdrawals Only
 Last Class Day – Last Day to Withdraw for Session A
 Final Examination Day – Session A Ends
 Deadline for Submitting Final Grades for Session A

Session B:

Term 1 (12 Weeks) May 16 – August 8
 Term 2 (6 Weeks) May 16 – June 27
 Term 3 (6 Weeks) June 28 – August 8

Term 1

May 13, Friday, 8 a.m. – 5 p.m.
 May 16, Monday
 May 16, Monday
 May 28 – May 30
 May 30, Monday
 July 4, Monday
 July 15, Friday
 July 22, Friday
 August 1, Monday
 August 5, Friday
 August 8, Monday
 August 10, Wednesday
 August 11, Thursday

Regular Registration – Session B
 First Class Day
 Late Registration and Last Day to Add Classes for Session B
 University Computer Services Unavailable
 Memorial Day Holiday – University Closed
 Independence Day Holiday – University Closed
 Final Draft of Thesis/Dissertation Due In Advisor's Office
 Last Day to Drop an Individual Course
 Last Possible Date for Thesis/Dissertation Defense
 Last Class Day
 Final Examination Day
 Deadline for Submitting Grades
 Approved Thesis/Dissertation Must Be Submitted Electronically
 and All Paperwork/Checks Must Be in Graduate College Office

Term 2

May 13, Friday, 8 a.m. – 5 p.m.
 May 16, Monday
 May 16, Monday
 May 28 – May 30
 May 30, Monday
 June 10, Friday
 June 17, Friday
 June 24, Friday
 June 27, Monday
 June 29, Wednesday
 July 6, Wednesday

Regular Registration – Session B
 First Class Day
 Late Registration and Last Day to Add Classes for Session B
 University Computer Services Unavailable
 Memorial Day Holiday – University Closed
 Final Draft of Thesis/Dissertation Due in Advisor's Office
 Last Day to Drop an Individual Course
 Last Class Day
 Final Examination Day
 Deadline for Submitting Grades
 Approved Thesis/Dissertation Due in Graduate College Office

Term 3

June 28, Tuesday
 July 4, Monday
 July 15, Friday
 July 29, Friday
 August 1, Monday
 August 5, Friday
 August 8, Monday
 August 10, Wednesday
 August 11, Thursday

First Class Day
 Independence Day Holiday – University Closed
 Final Draft of Thesis/Dissertation Due in Advisor's Office
 Last Day to Drop an Individual Course
 Last Possible Date for Thesis/Dissertation Defense
 Last Class Day
 Final Examination Day
 Deadline for Submitting Grades
 Approved Thesis/Dissertation Must Be Submitted Electronically
 and All Paperwork/Checks Must Be in Graduate College Office

Session C:

June 3, Friday, 8 a.m. – 4 p.m.
June 5, Sunday, 9 a.m.
June 6, Monday
June 6, Monday
June 10, Friday

June 24, Friday
June 27 – July 7
July 4, Monday
July 6, Wednesday
July 7, Thursday
July 8, Friday

July 11, Monday

Session D:

July 11, Monday, 8 a.m. – 5 p.m.
July 12, Tuesday
July 12, Tuesday
July 15, Friday

August 5, Friday
August 8 – August 11
August 11, Thursday

August 12, Friday

August 12, Friday, 6 p.m.
August 15, Monday

Regular Registration – Session C
Residence Halls Open
Session C – First Day of Classes
Late Registration and Last Day to Add Classes for Session C
Application for July Graduation Due in Academic Dean’s Office.
Final Draft of Thesis/Dissertation Due in Advisor’s Office
Last Day to Drop an Individual Course
Complete Withdrawals Only
Independence Day Holiday – University Closed
Approved Thesis/Dissertation Due in Graduate College Office
Last Class Day – Last Day to Withdraw from Session C
Final Examination Day – Session C Ends – Official July Graduation Date
Deadline for Submitting Final Grades for Session C

Session D – Regular Registration
Session D – First Day of Classes
Late Registration and Last Day to Add Classes for Session D
Application for August Graduation Due in Academic Dean’s Office. Final Draft of Thesis/Dissertation Due in Advisor’s Office
Last Day to Drop an Individual Course
Complete Withdrawals Only
Last Class Day – Last Day to Withdraw from Session D –
Approved Thesis/ Dissertation Due in Graduate College Office
Final Examination Day – Session D Ends – Official August Graduation Date
Residence Halls Close
Deadline for Submitting Final Grades for Session D

Approved by Calendar Committee, September 30, 2002