

Academic Administrative Calendar 2009-2010

July 2009

3	Independence Day (observed) - Offices Closed & Classes Excused
15	Mid-month payday
16-17	Trustees' Meeting (Rock Springs)
31	Issuance of General Bulletin Departmental Work Copy from Registrar's Office
31	End of month payday
31-	Central Energy Plant Shutdown for Annual Maintenance

August 2009

July 31-	Central Energy Plant Shutdown for Annual Maintenance
Aug 16	Maintenance
7	Last day of Summer Session
13	Summer Session Grades Due From Faculty; Outreach Grades for Online Courses must be submitted
14	Mid-month payday
17	Outreach Grades for Distance Courses must be submitted online by <u>NOON</u>
18	New Faculty reporting date
18-19	New Faculty Orientation
19-21	College of Law - First Year Orientation
20	Returning Faculty reporting date
20	Residence Halls open and check-in begins at 8:00 a.m.
24	Classes begin; Late registration (\$25 fee) and drop/add begins; College of Law classes begin
24	Begin Academic Year office hours 8:00 a.m.-5:00 p.m.
27	Last day to drop first-half block courses
28	Last day to add first-half block courses
28	Tuition / Fees due, strictly enforced
28	End of month payday

September 2009

2	Last day to drop or change sections in semester courses – strictly enforced
4	Call for Sabbatical Nominations
7	Labor Day - Offices Closed & Classes Excused
4	Last day to add, late register or change grading options in semester courses; last day to make changes to health insurance selection
9, 16, 23	Department Heads' Workshops
10	President's Fall Convocation
10-12	Trustees' Meeting (Laramie)
11	Call for Flittie Sabbatical Nominations
14-17	USP Assessment Workshops (Coe Library)
15	Mid-month payday
22-23	USP Assessment Workshops (Coe Library)
24-25	Wyoming Academic and Student Affairs Leaders Conference
25	Campus Pass
25-27	Family Weekend
25-26	Ag Appreciation Weekend
28	Faculty Senate Meeting
29	Last day to withdraw from first-half block courses
30	End of month payday

October 2009

2	Material Distributed for Faculty Award Nominations
2	General Bulletin Copy "First Draft" Due in Registrar's Office
5	Issuance of Summer Bulletin Departmental Work Copy from Registrar's Office
9	A&S Keith & Thyra Thomson Honors Convocation
10	Homecoming
15	Mid-month payday
16	Mid-semester
21	Midterm Grades must be submitted online by <u>NOON</u>
22	Last day to drop second-half block courses
23	Last day to add second-half block courses
23	Honorary Degree Nominations Due
26	Faculty Senate Meeting
26-30	Advising Week for Spring 2010 – Classes Held
30	Last day to withdraw from individual semester courses
30	End of month payday

November 2009

2	Registration for Spring 2010 begins
2	Sabbatical Leave Recommendations Due in Academic Affairs
2	Issuance of Fall '10 Class Schedule Departmental Work Copy from Registrar's Office
4-6	NCAA Reaccreditation Site Visit
5	Worksheets Distributed for Reappointments (Faculty and APs), Tenure and Tenure and Promotion Cases
6	Flittie Sabbatical Nominations due in Academic Affairs by 5:00 p.m.
9	College of Law registration begins for Spring 2010
13	Mid-month payday
14	Discovery Days
15	Last day to withdraw from second-half block courses
16	Faculty Senate Meeting
19-21	Trustees' Meeting (Laramie)
24	Last day to withdraw from the university for Fall 2009
25-27	Thanksgiving Break - Classes Excused
26-27	Thanksgiving Holiday - Offices Closed
30	End of month payday

December 2009

4	Last day of classes; College of Law last day of classes
4	Summer Bulletin first draft to be loaded to Banner by departments
4-5	Commencement
7	Faculty Senate Meeting
7-11	Final Exams
9-18	College of Law - Final Exams
11	Residence Halls Close – 8:00 p.m.
15	Mid-month payday
17	Final Grades must be submitted online by <u>NOON</u> ;
	Outreach Grades for Online Courses must be submitted online by <u>NOON</u>
22	Outreach Grades for Distance Courses must be submitted online by <u>NOON</u>
24-25	Christmas Holiday - Offices Closed
28-30	Winter Closure - Offices Closed
29	End of Month Payday
31	New Year's Holiday - Offices Closed

January 2010

1	New Year's Holiday - Offices Closed
8	Residence Halls Open – 8:00 a.m.
8	Fall 2010 Class Schedule first draft to be loaded to Banner by departments
11	Classes begin; late registration and drop/add begin; College of Law classes begin
14	Last day to drop for first-half block courses
15	Tuition/Fees due, strictly enforced
15	Last day to add first-half block courses
15	Mid-month payday
15	Faculty Award Nominations Due
18	Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused
19	First Year Reappointment Recommendations (Faculty and APs) Due in Deans' Offices
22	Last day to drop or change sections in semester courses, strictly enforced
21-23	Trustees' Meeting (TBD)
25	Last day add, late register, or change grading options in semester courses; last day to make changes to health insurance selection
25	Faculty Senate Meeting
29	End of month payday
29	First Year Reappointment Recommendations (Faculty and APs) due in Academic Affairs
29	2 nd , 3 rd , 4 th , and 5 th year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Deans' Offices

February 2010

1	Registration for Summer 2010 main campus courses begins
9	Last day to withdraw from first-half block courses
13	Discovery Days
15	Mid-month payday
22	Faculty Senate Meeting
26	End of month payday

March 2010

1	2 nd , 3 rd , 4 th , and 5 th Year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Academic Affairs
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1-3 UW Reaccreditation Site Visit Higher Learning Commission

5	Mid-semester
5-7	Trustees' Meeting (Laramie)
11	Last day to drop second-half block courses
12	Last day to add second-half block courses
15-19	Spring Break
15	Mid-month payday
22-26	Advising Week for Fall 2010-Classes Held
26	Last day to withdraw from individual courses
29	Registration for Fall 2010 begins
29	Faculty Senate Meeting
3/29-3/30	University Tenure and Promotion Committee Meeting
31	Spring Faculty Meeting (tentative)
31	End of month payday

April 2010

*	Residence Life Summer Session Reservation Priority
2-4	Easter Break – Classes Excused
9	Issuance of Spring 2011 Class Schedule Departmental Work Copy from Registrar's Office (tentative)
15	Mid-month payday
16	Last day to withdraw from second-half block courses
17	Discovery Days
24	Last day to withdraw from the university for Spring 2010
23	Tobin/Spitaleri Recognition Luncheon
23	Phi Beta Kappa Initiation
23	Honors Award Dinner
23	Torchlight Laurels
24	Undergrad Research Celebration
26	Faculty Senate Meeting
30	End of month payday
30	Last day of classes; College of Law last day of classes

May 2010

3-7	Final Exams
5-14	College of Law Final Exams
5-7	Trustees' Meeting (Laramie)
7	Residence Halls close – 6:00 p.m.
8	Commencement
11	Begin summer office hours - 7:30 a.m.-4:30 p.m.
13	Final Grades must be submitted online by <u>NOON</u> ; Outreach Grades for Online Courses must be submitted online by <u>NOON</u>
14	Mid-month payday
15	College of Law Commencement
17	Outreach Grades for Distance Courses must be submitted online by <u>NOON</u>
18	Summer Session begins
28	End of month payday
31	Memorial Day - Offices Closed

June 2010

15	Mid-month payday
30	End of month payday

* Date to be determined