

**2007—2008 Academic Affairs Calendar****AUGUST**

- 16 **New Faculty Orientation**
- 17 **Faculty/Professional Staff Opening Meetings**
- 17-19 **Freshman Orientation**
- 20 **Classes Begin – 8:00 AM - Tuition/fees due**
- 24 Last day-late drop/add/fee adjustments
- 31 **First Draft/081 schedule to Dean's Office**

**SEPTEMBER**

- 3 **Labor Day Recess**
- 5 First Draft/081 schedule due to Hahn
- 10 **Revised 2007 Goals due to Chair**  
Apps for 08-09 Leave of Absence available G-Drive
- 13-14 **NSCS Board of Trustees meeting - Wayne**
- 14 **Revised 2007 Goals due to Dean**  
**Grade verification sheets (071, 075-077) due**
- 18 **First Edit/081 schedule changes to Dean's Office**
- 20 First Edit/081 schedule changes to Hahn
- 21 **All Campus Assessment Retreat; classes canceled**  
**Fridays @ WSC**  
Last day to elect S-NC/Audit
- 24 Department Chair Elections begin (where necessary)
- 26 **Final Edit/081 schedule due to Dean's Office**
- 28 **Incomplete grades due from 071, 075, 076 & 077**  
Deadline for clearing December graduates  
Final Edit/081 schedule due to Hahn
- 28-29 Homecoming/Wildcat Weekend

**OCTOBER**

- 1 **Requests for Leave of Absence for 07-08 due to Chair**  
**Teaching Excellence Award materials available**
- 5 Graduate Faculty Appointment Forms Due  
Fridays @ WSC
- 8 **Spring 081 book orders due to Dept. Office**
- 12 Requests for Leave of Absence 08-09 to Dean's Office  
**Mid-term low grades due via Web (11:55 PM)**
- 15-16 **Mid-term Break**
- 18 Mid-term low grades mailed
- 19 Requests/Leave of Absence for 08-09 due to VPAA  
**Fridays @ WSC**
- 24 **Teaching Excellence nomination forms due/VPAA**
- 26 **First Draft/085-087 schedule due to Dean's Office**  
Department Chair election results to VPAA  
**Fridays @ WSC**
- 29 **Pre-registration advising begins**  
First Draft 085-087 schedule due to Hahn
- 31 Teaching Excellence Nominees Notified

**NOVEMBER**

- 1 2nd yr. Prob. faculty eval materials to Dean  
**Academic Policies proposal deadline**
- 2 Fridays @ WSC  
Last day for class withdrawal (in person)
- 6 First Edit/085-087 schedule due to Dean's Office
- 7 **Chairs submit Diversity Activities to Dean's Office**
- 8 **General Faculty/Professional Staff Mtg. (3:30 PM)**
- 9 Chair/Dean Meeting  
**First Edit/085-087 schedule due to Hahn**  
RPD recommendations for Leaves/Absence to VPAA  
**Fridays @ WSC**
- 12 **Course registration for Spring 2008 begins via Web**  
Tutor applications for Spring due to Dept. Office
- 15-16 **NSCS Board of Trustees meeting - Chadron**
- 16 **Tenure and Promotion apps available on G-Drive**  
Teaching Excellence materials due to VPAA
- 17 **Just Juniors Day**
- 19 **Final Edit/085-087 schedule due to Dean's Office**
- 20 **Deans submit evaluations of 2nd yr. faculty to VPAA**
- 21-23 **Fall Break**

**NOVEMBER (con't)**

- 30 Deans submit Diversity Report to Dean of Students  
**2008 Department Goals to Dean's Office**  
Last day for official withdrawal from school  
**Final Edit/085-087 schedule due to Hahn**  
**Low Enrollment Review for Spring 081 begins**

**DECEMBER**

- 1 Neihardt/Leadership Scholar applications due  
WSC New Freshmen Student Scholarship Apps due
- 3 **Leave candidates notified of recommendations**
- 4 **081 low enrollment cancellations due to Dean**
- 7 **First draft/089-091 schedule due to Dean's Office**
- 4-10 **Study Week**
- 11-14 **Last class meetings/final exam week**
- 14 Notification of course changes/deletions for 081  
**Commencement, 2 PM**  
Non-renewal notification of 2nd yr. non-tenured faculty
- 17 **Winter Break Begins**
- 18 **Final grades due via Web for faculty (11:55 PM)**
- 24-1 **WSC Offices Closed (Dec. 24-Jan. 1)**

**JANUARY**

- 7 **Classes Begin – 8:00 AM - Tuition/fees due**  
**Tenure/Promotion applications due to School Office,**  
**Including third year reviews**
- 11 Last day - add/drop/fee adjustments
- 15 **NSCS Board of Trustees meeting - Lincoln**
- 17 Department Review Committee forwards  
Tenure/Promotion apps to Dean
- 19 First Draft/089-091 schedule due to Hahn  
Campus Review Committee forwards Teach.  
Excellence Award recommendation to VPAA
- 21 **Martin Luther King Jr. Day observed – No Classes**
- 22 **2008 Goals to Dept. Chairs**
- 25 **Fridays @ WSC**
- 30 All Faculty submit 2007 evaluation material & 2008 goals  
for to School Dean, except 2nd year faculty

**FEBRUARY**

- 1 **App forms for WSC Foundation & Instructional**  
**Improvement grants available on G-Drive**  
WSC current student scholarship/transfer apps due  
Catalog Changes to Registrar's Office  
**Dean recommendation on promotion/tenure to VPAA**
- 4 **Strategic Planning Retreat**
- 5 **Fall student evaluation summaries to Faculty**
- 6 **First Edit/089-091 schedule due to Dean's Office**
- 8 **Fridays @ WSC**  
Last day to elect S-NC/Audit  
First Edit/089-091 schedule due to Hahn
- 11 Dean evals of first-year probationary faculty to VPAA  
Notification of Board approval for Leave of Absence
- 13 **Final Edit/089-091 schedule to Dean's Office**
- 15 Final Edit/089-091 schedule to Hahn  
**Incomplete grades due from 079**  
Deadline for clearing May 2008 graduates  
**Fridays @ WSC**
- 18 RPD Committee Promo/Tenure recommend's to VPAA
- 22 **Fridays @ WSC**  
Deans submit Program Reviews to Institutional Quality  
Review/Assessment  
Notification-initial recommendation for promotion/tenure
- 25 **Instructional Improvement/WSC Foundation Grant**  
**Apps to Dept. Chair**  
Deadline-Dean to review faculty eval materials, write  
evaluation, return evaluation to faculty member  
**Summer Course Registration begins via Web**
- 27 Initial recommendation for promotion/tenure to President
- 29 Non-renewal notification deadline for 1st yr. prob. Faculty

# 2007—2008 Academic Affairs Calendar

## MARCH

- 3 Instructional Improvement/WSC Found Grants Apps to Dean's Office
- 7 Program Reviews from Institutional Quality Review/Assessment to VPAA  
Instructional Improvement/WSC Found Grants Apps to VPAA
- 3-7 Mid-term Break
- 10 Annual budget hearing information due to Dean  
Summer & Fall book orders due to Dept. Office
- 11 Mid-term low grades due via Web (11:55 PM)
- 14 Mid-term low grades mailed  
**Fridays @ WSC**  
Scholarship awards due to Dean's Office (tent.)
- 15 Just Juniors Day
- 21 Scholarship awards due to Financial Aid (tent.)  
**Fridays @ WSC**
- 24 089 schedules available/Pre-registration advising begins
- 25 RPD Grant recommendations to VPAA
- 26 Last day for class withdrawal (in person)
- 27-28 NSCS Board of Trustees meeting - Peru
- 28 Tutor applications due to Dept. Office
- 31 Regalia orders due

## APRIL

- 1 Deans' evaluations of faculty due to VPAA  
Notification of Board approval for promotion/tenure  
Graduate Assistant Applications Due
- 4 Grant applicants are notified of decisions
- 7 Course Registration for 089 begins via Web
- 8 Standing Committee year-end reports to VPAA
- 11 Faculty Committee election results to Dean's Office
- 15 General Faculty/Professional Staff Mtg. (3:30 PM)
- 17 Graduate Faculty Meeting, (3:30 PM) (tent.)
- 18 Fridays @ WSC
- 18 Faculty Committee election results to VPAA Office  
Last day to officially withdraw from school
- 21 Low Enrollment Review for May 085 begins
- 22-28 Study week
- 25 085 low enrollment cancellations due to Dean
- 29-2 Last class meetings/final exam week (April 29-May 2)

## MAY

- 1 Rule 24 Matrix to Dept. Chairs (tent.)
- 2 Department Assessment Reports due to Dean
- 3 Commencement, 9:30 AM & 2:00 PM
- 5 May Session classes begin - Tuition/fees due
- 6 Last day to register or drop/add  
Outstanding Alumni Award selection due
- 7 Last day for S-NC or audit  
Final grades due for 081 (11:55 PM)
- 12 Rule 24 Matrix to Certification Office (tent.)  
Last day for class withdrawal
- 16 07-08 Instructional Improvement Grants spent down or encumbered (see Barb Meyer-Admin/Finance)  
07-08 Foundation Grants spent down or encumbered (see Brian Lentz-Foundation Office)
- 19 Low Enrollment Review for June 086 begins
- 21 Last day for official withdrawal from school
- 22 086 low enrollment cancellations due to Dean
- 23 Department Annual report due to Dean  
May Session classes end
- 26 Memorial Day Recess
- 28 May Final Grades due via Web (11:55 PM)
- 30 NSCS Board of Trustees meeting - Lincoln  
School's Assessment Annual reports due to VPAA  
Non-renewal of non-tenured faculty (ex. 1st/2nd yr.)

## JUNE

- 2 June Session classes begin - Tuition/fees due
- 3 Last day to register or drop/add
- 5 Last day for S-NC or Audit
- 16 Spring student evaluation summaries to Faculty  
Last day for class withdrawal
- 23 Low Enrollment Review for July 087 begins
- 26 087 low enrollment cancellations due to Dean
- 30 07-08 Instructional Improvement Grant Reports to VPAA  
07-08 Foundation Grants Reports to Foundation  
07-08 Leave of Absence reports to VPAA  
Dean's & Directors Annual reports to VPAA  
Last day for official withdrawal from school

## JULY

- 2 June Session Classes end
- 4 July 4th Holiday
- 7 July Session classes begin - Tuition/fees due
- 8 June Session final grades due via Web (11:55 PM)  
Last day to register or drop/add
- 10 Last day for S-NC or Audit
- 21 Last day for class withdrawal

## AUGUST

- 1 Low Enrollment Review for Fall 089 begins
- 4 Last day for official withdrawal from school
- 6 July Session classes end
- 8 July Session final grades due via Web (11:55 PM)
- 15 089 low enrollment cancellations due to Dean
- 22 Opening Meetings
- 25 Classes begin - Tuition/fees due