ACADEMIC CALENDAR COMMITTEE MEETING MINUTES
Student Services Center
Second Floor Conference Room
February 27, 2013
2:00 p.m. - 2:50 p.m.

Members Present:

Lillie Frazier Bell, Chair
Janis Davis
Derrick Houston
James Crank
Greg Ross
Debbie Moore
Donna Jones
Helaine Razovsky
Martha Koury
Kristi Waters
Pamela Simmons
Suzanne Williams for Connie Melder
Sanghoon Park for Gerra Perkins
Molly Giering for Jennifer Kelly
Ginny Brossett for Daphne Sampite

The Academic Calendar Committee meeting was called to order at 2:03 p.m., in the Second Floor Conference Room of the Student Services Center, for the purpose of reviewing and making decisions for updating academic calendars for the 2013 - 2018 Fall and Spring Semesters. (Summers will be exempt.)

The Academic Calendar Committee members discussed in detail, and approved without opposition, the following policies to be continued for the 2013 - 2018 Fall and Spring academic calendars:

- Continue to have the 100% refund period before the first day of classes.
- Continue to have the 75% refund period from the first through the seventh class day.
- Continue to have the 50% refund period from the eighth through the twelfth class day.
- Continue to have the first seven days of class for adding classes.
- Continue to have a “Free Drop/Add” period during the first seven days of class with fees refunded or adjusted.
- Continue to drop classes with a grade of “W” after the first seven days of class.
- Have (1) Resigning from all courses and (2) Dropping a course with a grade of “W” or changing from credit to audit (one week after due date for ten-week grades) to occur on the same date.
- Change the time and day for candidate grades to be entered from, 10:00 a.m. on Friday morning, to 11:55 p.m. on Thursday night, due to the End-of-Semester processes for candidates.
- Make policy changes as listed above to all 2013 - 2018 Fall and Spring academic calendars.

The Academic Calendar Committee tabled the following item without opposition, pending the Faculty Senate review and revision of the Final Exam Schedule:
- All grades due to be entered by 10:00 a.m., rather than noon.

Other Issues:
- Andrew Crank made a motion, and it was seconded, that the minutes of the Academic Calendar Committee meetings be posted on the Web.

Action: The Chair indicated that the minutes of the Academic Calendar Committee meetings will begin to be posted on the Web (University Registrar’s Office website).

The meeting was adjourned at 2:50 p.m.
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APPROVED:

Dr. Lisa Abney, Provost and Vice President for
Academic and Student Affairs

Dr. Randall J. Webb, President

Date