

**MISSISSIPPI STATE UNIVERSITY  
Office of the Provost**

**2009-2010 Operating Calendar**

**2009**

July 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 14 (July 16 – 31)
July 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 15 (August 1 - 15)
August 3-7	International Teaching Assistant Workshop
August 10-11	General Teaching Assistant Workshop
August 10-11	New Faculty Orientation
August 12	Employment Action Forms due to Human Resources for semi-monthly payroll SM 16 (August 16 - 31)
August 13, 14	Final registration for fall semester
August 14	New Graduate Student Orientation (Fall)
August 17	Classes begin
August 21	Last day for dropping a course without a grade
August 24	Last day for registration or adding a course
August 26	Employment Action Forms due to Human Resources for semi-monthly payroll SM 17 (September 1 - 15)
August 28	Last day for forms and proposals for Curriculum Changes
September 1	Last day for international applicants to complete graduate admission process for Spring term
September 7	Labor Day Holiday (University Holiday)

September 11	Spring semester schedule due in Registrar's Office
September 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 18 (September 16 - 30)
September 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 19 (October 1 – 15)
September 28	Last day to drop a course with a "W" grade
September 30	Last day for forms and proposals for Curriculum Changes
October 1	Promotion and Tenure applications completed and recommendations submitted to department heads
October 1	Proposals for Fulbright Scholar-in-Residence Program due in Office of Provost (Tentative)
October 1-12	Progress grades due in Registrar's Office
October 5, 6	Fall Break (Students and 9-month faculty)
October 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 20 (October 16 - 31)
October 27	Employment Action Forms due to Human Resources for semi-monthly payroll SM 21 (November 1 - 15)
October 27 - November 4	Student/Faculty Schedule Planning for Preregistration
October 30	Last day for forms and proposals for Curriculum Changes
October 31	Last day for dissertation/thesis defense for doctoral and master's degrees
November 1	Last day for domestic applicants to complete graduate admission process for Spring term
November 5-13	Pre-registration for spring semester
November 6	Last day for first submission of theses/dissertations to Mitchell Memorial Library

November 6	Last day for submitting exam results for graduate degrees to Office of Graduate School
November 10	Employment Action Forms due to Human Resources for semi-monthly payroll SM 22 (November 16 - 30)
November 10	Summer terms and fall semester draft schedule to Associate Deans
November 12	Last day to withdraw from the university
November 13	Last day to apply for a degree
November 15	Department heads submit Promotion and Tenure recommendations to Deans
November 25	Employment Action Forms due to Human Resources for semi-monthly payroll SM 23 (December 1 – 15)
November 25, 26, 27	Thanksgiving Holiday (students and 9-month faculty)
November 26, 27	Thanksgiving Holidays (University Holidays)
November 30	Classes resume
November 30	Last day for forms and proposals for Curriculum Changes
December 1	Classes end
December 3	Employment Action Forms due to Human Resources for semi-monthly payroll SM 24 (December 16 - 31)
December 3, 4, 7, 8, 9	Final examinations
December 4	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
December 11	Commencement
December 14	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for fall semester (Submit by Banner Web)
December 18	Employment Action Forms due to Human Resources for semi-monthly payroll SM 1 (January 1 - 15)

December 22 - January 1

Winter Holidays (University Holidays)

**2010**

January 4-5

General Teaching Assistant Workshop

January 4-5

Final Registration and payment of tuition and fees for Spring semester

January 5

Deans begin all Standing Committee elections (for those committees reporting to the Provost and VP for Academic Affairs) to represent each College/School. Academic Review Board ALTERNATES elections from each College/School to take place also.  
**Committees located on the web at:**  
**<http://www.msstate.edu/web/standing/>**

January 5

Deans begin Grievance Panel elections to represent each College/School

January 5

New Student Orientation

January 5

New Graduate Student Orientation (Spring)

January 6

Last day for forms and proposals for Curriculum Changes

January 6

Classes begin for Spring semester

January 10

Deans submit Sabbatical Applications for the coming fiscal year to Office of Provost

January 12

Employment Action Forms due to Human Resources for semi-monthly payroll SM 2 (January 16 - 31)

January 13

Last day to drop a course without a "W" grade

January 14

Last day for registration or adding a course (Spring semester)

January 15

Deans and directors submit Promotion and Tenure recommendations to Office of Provost

January 18

Martin Luther King Holiday (University Holiday)

January 20

Honorary Degree nominations due to Office of Provost

January 27	Employment Action Forms due to Human Resources for semi-monthly payroll SM 3 (February 1 - 15)
January 29	Last day for forms and proposals for Curriculum Changes
February 10	Employment Action Forms due to Human Resources for semi-monthly payroll SM 4 (February 16 - 28)
February 12	Deadline for notification from Standing Committee Chairs of term expirations to Office of Provost
February 15	William Giles Distinguished Professors nominations due in Office of Provost
February 15	NSE (National Student Exchange) applications due to Office of Provost
February 17	Last day to drop a course with a "W" grade (Spring semester)
February 19 - March 5	Progress grades due in Registrar's Office
February 25	Employment Action Forms due to Human Resources for semi-monthly payroll SM 5 (March 1 - 15)
February 26	Last day for forms and proposals for Curriculum Changes
March 1	Last day for international applicants to complete graduate admission process for all Summer terms
March 2	Department heads complete reviews with faculty members and other professional and administrative personnel
March 2	Deans and directors complete reviews with department heads and other professional and administrative personnel
March 5	Last day to apply for Advanced Standing Examination
March 8	Vice President completes reviews with deans, directors, and other professional and administrative personnel

March 8	Vice President, deans, directors and department heads complete reviews with support staff personnel
March 10	Provost submits Promotion and Tenure recommendations to President
March 10	Deadline for deans' elections/appointments for Standing Committees to Office of Provost. (College/School Academic Review Board ALTERNATES election also.)
March 10	Deadline for Grievance Panel elections to Office of Provost (due to Ms. Waanda Lee)
March 12	Midsemester Holidays (Students and 9-month faculty) begin at end of class day
March 16	Employment Action Forms due to Human Resources for semi-monthly payroll SM 6 (March 16 - 31)
March 22	Classes resume
March 24 - April 1	Student/Faculty schedule planning for pre-registration
March 26	Last day for forms and proposals for Curriculum Changes
March 26	Last day for dissertation/thesis defense for doctoral, educational specialist, and master's degrees
March 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 7 (April 1 - 15)
April 1	Last day for domestic applicants to complete graduate admission process for Maymester, 1st and 10-week Summer terms
April 2	Last day for first submission of theses/dissertations to Mitchell Memorial Library
April 2	Last day for submitting exam results for graduate degrees to the Office of Graduate School
April 2	Spring Holiday (University Holiday)
April 2-14	Registration for summer terms and fall semester

April 9	Last day to withdraw from the university (Spring semester)
April 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 8 (April 16 - 30)
April 14	Last day to apply for a degree - May commencement
April 23	Classes end
April 23	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
April 26-30	Final examinations
April 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 9 (May 1 - 15)
May 1	Last day for domestic applications to complete graduate admission process for 2nd Summer
May 1	Last day for international applicants to complete graduate admission process for Fall term
May 1	Commencements - 9:00 a.m. and 2:00 p.m. Saturday
May 4	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for Spring semester
May 7	Final registration and payment of tuition and fees (Summer 2010, Maymester, part of term 0)
May 7	New Student Orientation (Summer 2010, Maymester, part of term 0)
May 10	Classes begin (Summer 2010, Maymester, part of term 0)
May 10	Last day to drop a class without a grade (1st class day) (Summer 2010, Maymester, part of term 0)
May 10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	Classes Meet (Summer 2010, Maymester, part of term 0)
May 11	Last day to register or add a class (Summer 2010, Maymester, part of term 0)

May 11	Employment Action Forms due to Human Resources for semi-monthly payroll SM 10 (May 16 - 31)
May 14	Last day to drop a course with a "W grade (Summer 2010, Maymester, part of term 0)
May 25	Last day to withdraw from the University (Summer 2010, Maymester, part of term 0)
May 27	Employment Action Forms due to Human Resources for semi-monthly payroll SM 11 (June 1 - 15)
May 28	Classes end (Summer 2010, Maymester, part of term 0)
May 28, June 1	Final registration and payment of tuition and fees (Summer 2010, Ten-Week Term, part of term 1)
May 28, June 1	Final registration and payment of tuition and fees (Summer 2010, First Term, part of term 2)
May 29, 30	Reading day (Summer 2010, Maymester, part of term 0)
May 31	Memorial Day (University Holiday)
June 1	New student orientation (Summer 2010, Ten-Week Term, part of term 1)
June 1	New student orientation (Summer 2010, First Term, part of term 2)
June 1	Final examinations (Summer 2010, Maymester, part of term 0)
June 1	Deans submit Emeritus recommendations to Office of Provost
June 2	Classes begin (Summer 2010, Ten-Week Term, part of term 1)
June 2	Classes begin (Summer 2010, First Term, part of term 2)
June 2	Last day to drop a class (Summer 2010, First Term, part of term 2)
June 3	Last day to drop a class without a grade (Summer 2010, Ten-Week Term, part of term 1)

June 3	Last day to register or add a class (Summer 2010, First Term, part of term 2)
June 3	Deadline for submitting Grades to Registrar's Office by 12:00 Noon (Summer 2010, Maymester, part of term 0)
June 4	Last day to register or add a class (Summer 2010, Ten-Week Term, part of term 1)
June 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 12 (June 16 - 30)
June 21	Last day to drop a course with a "W" grade (Summer 2010, First Term, part of term 2)
June 23	Last day to withdraw from the University (Summer 2010, First Term, part of term 2)
June 29	Classes end (Summer 2010, First Term, part of term 2)
June 30	Reading Day
July 1	Final examinations (Summer 2010, First Term, part of term 2)
July 1	Last day for domestic applicants to complete graduate admission process for fall term
July 1, 2	Final registration and payment of tuition and fees (Summer 2010, Second Term, part of term 3)
July 2	Last day for dissertation/thesis defense for doctoral, educational specialist, and master's degrees
July 2	New student orientation (Summer 2010, Second Term, part of term 3)
July 2-5	Break for ten-week classes (Summer 2010, Ten-Week Term, part of term 1)
July 5	Independence Day (University Holiday)
July 6	Deadline for submitting Grades to Registrar's Office by 12:00 noon (Summer 2010, First Term, part of term 2)

July 6	Classes begin (Summer 2010, Second Term, part of term 3)
July 6	Last day to drop a class without a grade (Summer 2010, Second Term, part of term 3)
July 7	Last day to register or add a class (Summer 2010, Second Term, part of term 3)
July 9	Last day for first submission of theses/dissertations to Mitchell Memorial Library
July 9	Last day for submitting exam results for graduate degrees to the Office of Graduate School
July 15	Last day to drop a course with a "W" grade (Summer 2010, Ten-Week Term, part of term 1)
July 23	Last day to drop a course with a "W" grade (Summer 2010, Second Term, part of term 3)
July 23	Last day to withdraw from the University (Summer 2010, Second Term, part of term 3)
July 26	Last day to withdraw from the University (Summer 2010, Ten-Week Term, part of term 1)
July 30	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
August 2	Classes end (Summer 2010, Second Term, part of term 3)
August 2	Classes end (Summer 2010, Ten-Week Term, part of term 1)
August 3	Reading Day (Summer 2010, Ten-Week Term, part of term 1)
August 3	Reading Day (Summer 2010, Second Term, part of term 3)
August 3, 4	Final examinations (Summer 2010, Ten-Week Term, part of term 1)
August 4, 5	Final examinations (Summer 2010, Second Term, part of term 3)
August 7	Graduation (No Commencement Ceremony) (Summer 2010, Ten-Week Term, part of term 1)

August 9

Deadline for submitting Grades to Registrar's Office by 12:00 noon (Summer 2010, Ten-Week Term, part of term 1)

August 9

Deadline for submitting Grades to Registrar's Office by 12:00 noon (Summer 2010, Second Term, part of term 3)