

**MISSISSIPPI STATE UNIVERSITY  
Office of the Provost**

**2005-2006 Operating Calendar**

**2005**

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 2-8	International Teaching Assistant Workshop
August 10-11	General Teaching Assistant Workshop
August 15	Employment Action Forms due to Human Resources for semi-monthly payroll SM 16 (August 16 - 31)
August 15	New Graduate Student Orientation
August 16-17	Final registration for fall semester
August 18	Classes begin
August 24	Last day for registration or adding a course
August 26	Last day for forms and proposals for Curriculum Changes
August 29	Employment Action Forms due to Human Resources for semi-monthly payroll SM 17 (September 1 - 15)
August 31	Last day for dropping a course without a grade
September 5	Labor Day Holiday (University Holiday)
September 12	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 29	Employment Action Forms due to Human Resources for semi-monthly payroll SM 19 (October 1 – 15)
September 29	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 7	Proposals for Fulbright Scholar-in-Residence Program due in Office of Provost (Tentative) Contact person: Dr. Nancy Hargrove
October 7	Progress grades due in Registrar's Office
October 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 20 (October 16 - 31)
October 14	Last day to apply for a degree
October 17	Criss Funds Proposals for Support due to Office of Provost
October 17-18	Fall Break (Students and 9-month faculty)
October 25-November 2	Student/Faculty Schedule Planning for Preregistration
October 26	Last day for forms and proposals for Curriculum Changes
October 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 21 (November 1 - 15)
November 1	Last day for completing admission process for Spring semester for graduate admissions
November 3-11	Pre-registration for spring semester
November 4	Last day for dissertation/thesis defense for doctoral and master's degrees
November 11	Last day for first submission of theses/dissertations to Mitchell Memorial Library

November 11	Last day for submitting exam results for graduate degrees to Office of Graduate Studies
November 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 22 (November 16 - 30)
November 15	Department heads submit Promotion and Tenure recommendations to Deans
November 15	Last day to withdraw from the university
November 23-25	Thanksgiving Holidays (University Holidays)
November 28	Classes resume
November 28	Summer terms and fall semester draft schedule to departments
November 28	Last day for forms and proposals for Curriculum Changes
November 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 23 (December 1 – 15)
November 30	Lorena J. "Rockie" Smith Grants For The Performing Arts due to Office of Provost
December 1	Employment Action Forms due to Human Resources for semi-monthly payroll SM 24 (December 16 - 31)
December 2	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
December 2	Classes end
December 5-9	Final examinations
December 9-10	Commencement
December 13	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for fall semester (Submit by Banner Web)
December 16	Employment Action Forms due to Human Resources for semi-monthly payroll SM 1 (January 1 - 15)

December 20-30

Winter Holidays (University Holidays)

**2006**

January 2

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.ur.msstate.edu/standing2/>**

January 2

Deans begin Grievance Panel elections to represent each College/School

January 2

Final Intersession registration and payment of tuition and fees

January 3

Last day for forms and proposals for Curriculum Changes

January 3

Intersession classes begin

January 3, 4, 5,  
6, 9, 10, 11, 12,  
13

Class days for Intersession

January 3

Last day for adding or dropping a course without a grade (Intersession)

January 4

Last day to drop a course with a "W" grade (Intersession)

January 10

Last day to withdraw from the intersession

January 10

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

January 13

Intersession classes end

January 13

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

January 14

Intersession finals (Saturday)

January 15

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

January 16

Martin Luther King Holiday (University Holiday)

January 17	Grisham Master Teacher Awards nominations due to Office of Provost
January 17	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for the Intersession
January 17	Final Registration for Spring semester
January 17	New Student Orientation
January 18	Classes begin for Spring semester
January 18	Fall semester and summer semester schedules due in Registrar's Office
January 24	Last day for registration or adding a course (Spring semester)
January 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 3 (February 1 - 15)
January 31	Last day for forms and proposals for Curriculum Changes
January 31	Last day for dropping a course without a grade (Spring semester)
February 1	Honorary Degree nominations due to Office of Provost
February 13	Employment Action Forms due to Human Resources for semi-monthly payroll SM 4 (February 16 - 28)
February 13	Schillig Special Teaching Projects due to Deans
February 15	William Giles Distinguished Professors nominations due in Office of Provost
February 17	NSE (National Student Exchange) applications due to Office of Provost
February 17	Deadline for notification from Standing Committee Chairs of term expirations to Office of
February 28	Last day to drop a course with a "W" grade (Spring semester)

February 28	Last day for forms and proposals for Curriculum Changes
February 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 5 (March 1 - 15)
March 1	Department heads complete reviews with faculty members and other professional and administrative personnel
March 1	Schillig Special Teaching Projects due from Deans to Office of Provost
March 6	Deans and directors complete reviews with department heads and other professional and administrative personnel
March 8	Progress grades due in Registrar's Office (Spring semester)
March 8	Last day to apply for a degree - May commencement
March 10	Provost submits Promotion and Tenure recommendations to President
March 13	Vice President completes reviews with deans, directors, and other professional and administrative personnel
March 13	Vice President, deans, directors and department heads complete reviews with support staff personnel
March 13	Deadline for deans' elections/appointments for Standing Committees to Office of Provost. College/School Academic Review Board ALTERNATES election also
March 13	Deadline for Grievance Panel elections to Office of Provost (due to Ms. Waanda Lee)
March 13-17	Midsemester Holidays (Students and 9-month faculty)
March 15	Employment Action Forms due to Human Resources for semi-monthly payroll SM 6 (March 16 - 31)
March 20	Classes resume (Spring semester)

March 22-April 3	Student/Faculty schedule planning for pre-registration
March 28	Last day for forms and proposals for Curriculum Changes
March 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 7 (April 1 - 15)
March 31	Last day for dissertation/thesis defense for doctoral, educational specialist, and master's degrees
April 1	Last day for completing admission process for first term of summer school for graduate
April 4-12	Registration for summer terms and fall semester
April 7	Last day for first submission of theses/dissertations to Mitchell Memorial Library
April 7	Last day for submitting exam results for graduate degrees to the Office of Graduate Studies
April 13	Employment Action Forms due to Human Resources for semi-monthly payroll SM 8 (April 16 - 30)
April 14	Spring Holiday (University Holiday)
April 20	Last day to withdraw from the university (Spring semester)
April 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 9 (May 1 - 15)
April 28	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
May 3	Classes end (Spring semester)
May 5-11	Final examinations
May 13	Commencements - 9:30 a.m. and 2:30 p.m. Saturday
May 15	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for spring semester

May 15	Employment Action Forms due to Human Resources for semi-monthly payroll SM 10 (May 16 - 31)
May 29	Memorial Day (University Holiday)
May 30	Final registration for first summer term
May 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 11 (June 1 - 15)
May 31	Classes begin
June 1	Planning Form: Findings and Changes due in Office of Provost
June 2	Last day for registration, adding or dropping a course without a grade (1st 5-week term)
June 2	Deans submit Emeritus recommendations to Office of Provost
June 7	Last day for registration, adding or dropping a course without a grade (10-week term)
June 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 12 (June 16 - 30)
June 15	Last day to apply for a degree
June 19	Last day to drop a course with a "W" grade
June 21	Last day to withdraw from University for 1st 5-week term
June 28	Classes end for 1st 5-week term
June 29-30	Final examinations
June 30	Last day for dissertation/thesis defense for doctoral, educational specialist, and master's degrees
July 1	Last day for completing admission process for fall semester for graduate admission
July 4	Independence Day (University Holiday)

July 5	Final registration for second summer term
July 5	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for first summer term
July 6	Classes begin for 2nd 5-week term
July 7	Last day for first submission of theses/dissertations to Mitchell Memorial Library
July 7	Last day for submitting exam results for graduate degrees to the Office of Graduate Studies
July 10	Last day for registration, adding or dropping a course without a grade for 2nd 5-week term
July 14	Last day to drop a course with a "W" grade (10-week term)
July 21	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
July 25	Last day to drop a course with a "W" grade (2nd 5-week term)
July 26	Last day to withdraw from the university (2nd term and 10-week term)
August 2	Classes end
August 3-4	Final examinations
August 5	Commencement--No Ceremony
August 8	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for second summer term and 10-week term