

MISSISSIPPI STATE UNIVERSITY
Office of the Provost

2007-2008 Operating Calendar

2007

July 13	Employment Action Forms due to Human Resources for semi-monthly payroll SM 14 (July 16 – 31)
July 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 15 (August 1 - 15)
August 6-10	International Teaching Assistant Workshop
August 13-14	General Teaching Assistant Workshop
August 15	New Graduate Student Orientation (Fall)
August 15	Employment Action Forms due to Human Resources for semi-monthly payroll SM 16 (August 16 - 31)
August 15-16	New Faculty Orientation
August 16, 17	Final registration for fall semester
August 20	Classes begin
August 24	Last day for dropping a course without a grade
August 27	Last day for registration or adding a course
August 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 17 (September 1 - 15)
August 31	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 3	Labor Day Holiday (University Holiday)

September 10	Spring semester schedule due in Registrar's Office
September 12	Employment Action Forms due to Human Resources for semi-monthly payroll SM 18 (September 16 - 30)
September 27	Employment Action Forms due to Human Resources for semi-monthly payroll SM 19 (October 1 – 15)
September 28	Last day for forms and proposals for Curriculum Changes
October 1	Promotion and Tenure applications completed and recommendations submitted to department heads
October 1, 2	Fall Break (Students and 9-month faculty)
October 3	Last day to drop a course with a "W" grade
October 5	Proposals for Fulbright Scholar-in-Residence Program due in Office of Provost (Tentative) Contact person: Dr. Nancy Hargrove
October 8-15	Progress grades due in Registrar's Office
October 12	Last day to apply for a degree
October 15	Employment Action Forms due to Human Resources for semi-monthly payroll SM 20 (October 16 - 31)
October 23-31	Student/Faculty Schedule Planning for Preregistration
October 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 21 (November 1 - 15)
October 31	Last day for forms and proposals for Curriculum Changes
November 1	Last day for domestic applicants to complete graduate admission process for Spring term
November 1-9	Pre-registration for spring semester
November 2	Last day for dissertation/thesis defense for doctoral and master's degrees

November 9	Last day for first submission of theses/dissertations to Mitchell Memorial Library
November 9	Last day for submitting exam results for graduate degrees to Office of Graduate School
November 12	Employment Action Forms due to Human Resources for semi-monthly payroll SM 22 (November 16 - 30)
November 13	Last day to withdraw from the university
November 15	Department heads submit Promotion and Tenure recommendations to Deans
November 21	Employment Action Forms due to Human Resources for semi-monthly payroll SM 23 (December 1 – 15)
November 21-23	Thanksgiving Holiday (students and 9-month faculty)
November 22-23	Thanksgiving Holidays (University Holidays)
November 26	Classes resume
November 26	Summer terms and fall semester draft schedule to Associate Deans
November 30	Last day for forms and proposals for Curriculum Changes
November 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 24 (December 16 - 31)
November 30	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
December 3	Classes end
December 5, 6, 7, 10, 11	Final examinations
December 14	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for fall semester (Submit by Banner Web)
December 14, 15	Commencement

December 17	Employment Action Forms due to Human Resources for semi-monthly payroll SM 1 (January 1 - 15)
December 19	Last day for forms and proposals for Curriculum Changes
December 21 - January 2	Winter Holidays (University Holidays)

2008

January 3	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 3	Deans begin Grievance Panel elections to represent each College/School
January 7	New Graduate Student Orientation (Spring)
January 7, 8	Final Registration and payment of tuition and fees for Spring semester
January 8	New Student Orientation
January 9	Classes begin for Spring semester
January 10	Deans submit Sabbatical Applications for the coming fiscal year to Office of Provost
January 14	Employment Action Forms due to Human Resources for semi-monthly payroll SM 2 (January 16 - 31)
January 15	Last day to drop a course without a "W" grade
January 15	Deans and directors submit Promotion and Tenure recommendations to Office of Provost
January 15	Grisham Master Teacher Awards nominations due to Office of Provost
January 16	Last day for registration or adding a course (Spring semester)
January 21	Martin Luther King Holiday (University Holiday)

January 25	Last day for forms and proposals for Curriculum Changes
January 30	Employment Action Forms due to Human Resources for semi-monthly payroll SM 3 (February 1 - 15)
February 1	Honorary Degree nominations due to Office of Provost
February 8	Deadline for notification from Standing Committee Chairs of term expirations to Office of Provost
February 11	Schillig Special Teaching Projects due to Deans
February 13	Employment Action Forms due to Human Resources for semi-monthly payroll SM 4 (February 16 - 28)
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 20	Last day to drop a course with a "W" grade (Spring semester)
February 27	Employment Action Forms due to Human Resources for semi-monthly payroll SM 5 (March 1 - 15)
February 29	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 3	Department heads complete reviews with faculty members and other professional and administrative personnel
March 3	Schillig Special Teaching Projects due from Deans to Office of Provost
March 3	Deans and directors complete reviews with department heads and other professional and administrative personnel
March 5	Progress grades due in Registrar's Office

March 7	Last day to apply for Advanced Standing Examination
March 7	Last day to apply for a degree - May commencement
March 7	Midsemester Holidays (Students and 9-month faculty) begin at end of class day
March 7	Deadline for deans' elections/appointments for Standing Committees to Office of Provost. (College/School Academic Review Board ALTERNATES election also.)
March 7	Deadline for Grievance Panel elections to Office of Provost (due to Ms. Waanda Lee)
March 10	Provost submits Promotion and Tenure recommendations to President
March 10	Vice President completes reviews with deans, directors, and other professional and administrative personnel
March 10	Vice President, deans, directors and department heads complete reviews with support staff personnel
March 12	Employment Action Forms due to Human Resources for semi-monthly payroll SM 6 (March 16 - 31)
March 17	Classes resume
March 18-26	Student/Faculty schedule planning for pre-registration
March 21	Spring Holiday (University Holiday)
March 27 - April 4	Registration for summer terms and fall semester
March 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 7 (April 1 - 15)
March 28	Last day for forms and proposals for Curriculum Changes
March 28	Last day for dissertation/thesis defense for doctoral, educational specialist, and master's degrees

April 1	Last day for domestic applicants to complete graduate admission process for Maymester, 1st and 10-week Summer terms
April 4	Last day for first submission of theses/dissertations to Mitchell Memorial Library
April 4	Last day for submitting exam results for graduate degrees to the Office of Graduate School
April 11	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 25	Classes end
April 25	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
April 28, 29, 30, May 1, 2	Final examinations
April 29	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 term
May 1	Last day for international applicants to complete graduate admission process for Fall term
May 2, 3	Commencements - 7:00 p.m. and 10:00 a.m. Saturday
May 6	Deadline for submitting Grades to Registrar's Office by 12:00 Noon for Spring semester
May 9	Final registration and payment of tuition and fees (Summer 2008, Maymester, part of term 0)
May 9	New Student Orientation (Summer 2008, Maymester, part of term 0)
May 12	Classes begin (Summer 2008, Maymester, part of term 0)
May 12	Last day to drop a class without a grade (1st class day) (Summer 2008, Maymester, part of term 0)

May 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 27, 28, 29	Classes Meet (Summer 2008, Maymester, part of term 0)
May 13	Last day to register or add a class (Summer 2008, Maymester, part of term 0)
May 13	Employment Action Forms due to Human Resources for semi-monthly payroll SM 10 (May 16 - 31)
May 16	Last day to drop a course with a "W grade (Summer 2008, Maymester, part of term 0)
May 24	Last day to withdraw from the University (Summer 2008, Maymester, part of term 0)
May 26	Memorial Day (University Holiday)
May 28	Employment Action Forms due to Human Resources for semi-monthly payroll SM 11 (June 1 - 15)
May 29	Classes end (Summer 2008, Maymester, part of term 0)
May 30	Reading day (Summer 2008, Maymester, part of term 0)
May 30	Final registration and payment of tuition and fees (Summer 2008, Ten-Week Term, part of term 1)
May 30	Final registration and payment of tuition and fees (Summer 2008, First Term, part of term 2)
May 30	New student orientation (Summer 2008, Ten-Week Term, part of term 1)
May 30	New student orientation (Summer 2008, First Term, part of term 2)
May 31	Final examinations (Summer 2008, Maymester, part of term 0)
June 2	Deans submit Emeritus recommendations to Office of Provost
June 2	Classes begin (Summer 2008, Ten-Week Term, part of term 1)
June 2	Classes begin (Summer 2008, First Term, part of term 2)

June 2	Last day to drop a class (Summer 2008, First Term, part of term 2)
June 3	Last day to drop a class without a grade (Summer 2008, Ten-Week Term, part of term 1)
June 3	Last day to register or add a class (Summer 2008, First Term, part of term 2)
June 4	Deadline for submitting Grades to Registrar's Office by 12:00 Noon (Summer 2008, Maymester, part of term 0)
June 4	Last day to register or add a class (Summer 2008, Ten-Week Term, part of term 1)
June 12	Employment Action Forms due to Human Resources for semi-monthly payroll SM 12 (June 16 - 30)
June 19	Last day to drop a course with a "W" grade (Summer 2008, First Term, part of term 2)
June 20	Last day to withdraw from the University (Summer 2008, First Term, part of term 2)
June 27	Classes end (Summer 2008, First Term, part of term 2)
June 30 - July 1	Final examinations (Summer 2008, First Term, part of term 2)
June 30 - July 1	Break for ten-week classes (Summer 2008, Ten-Week Term, part of term 1)
July 1	Last day for domestic applicants to complete graduate admission process for fall term
July 3	Last day for dissertation/thesis defense for doctoral, educational specialist, and master's degrees
July 3	Final registration and payment of tuition and fees (Summer 2008, Second Term, part of term 3)
July 3	New student orientation (Summer 2008, Second Term, part of term 3)
July 4	Independence Day (University Holiday)

July 7	Deadline for submitting Grades to Registrar's Office by 12:00 noon (Summer 2008, First Term, part of term 2)
July 7	Classes begin (Summer 2008, Second Term, part of term 3)
July 7	Last day to drop a class without a grade (Summer 2008, Second Term, part of term 3)
July 8	Last day to register or add a class (Summer 2008, Second Term, part of term 3)
July 11	Last day for first submission of theses/dissertations to Mitchell Memorial Library
July 11	Last day for submitting exam results for graduate degrees to the Office of Graduate School
July 16	Last day to drop a course with a "W" grade (Summer 2008, Ten-Week Term, part of term 1)
July 24	Last day to drop a course with a "W" grade (Summer 2008, Second Term, part of term 3)
July 25	Last day for submitting Library approved theses/dissertations to Mitchell Memorial Library
July 25	Last day to withdraw from the University (Summer 2008, Ten-Week Term, part of term 1)
July 25	Last day to withdraw from the University (Summer 2008, Second Term, part of term 3)
August 1	Classes end (Summer 2008, Second Term, part of term 3)
August 1	Classes end (Summer 2008, Ten-Week Term, part of term 1)
August 4, 5	Final examinations (Summer 2008, Ten-Week Term, part of term 1)
August 4, 5	Final examinations (Summer 2008, Second Term, part of term 3)
August 8	Deadline for submitting Grades to Registrar's Office by 12:00 noon (Summer 2008, Ten-Week Term, part of term 1)

August 8

Deadline for submitting Grades to Registrar's Office by 12:00 noon (Summer 2008, Second Term, part of term 3)

August 9

Graduation (No Commencement Ceremony)
(Summer 2008, Ten-Week Term, part of term 1)