

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2009-2010

March 12, 2010

Volume 34, No. 5

GOVERNANCE ADVISORY COUNCIL

March 9, 2010

Attendees: Dr. Jeanne Daffron, Dr. Brian Cronk, Dr. Murray Nabors, Dr. Steve Estes, Carol Roever, Dr. Gordon Mapley, Sally Sanders, Dr. Brenda Blessing, Dr. Jimm MacGregor, Dr. Esther Perález

Others: Dr. Cindy Heider, Dr. Judy Grimes, Susan Bracciano, Jeff Cunningham

GAC #09-13 – Proposed Changes to the Student Evaluation of Faculty Policy

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information

Current Policy or Procedure: MWSU Policy Guide

The university uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the Department Chairperson as part of the information used in the total faculty evaluation process. For these reasons student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the School Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last two regular class weeks of the semester but not during the final examination period. If a course meets for only part of the semester the evaluation should take place during the last two regular class weeks of the course but not during the final examination period.
- b. The results of the evaluation will be computer tabulated.

- c. The Department Chairperson in consultation with the faculty member will determine the procedure for selecting the individual (other than a student/s) who will administer the evaluation. The evaluation will be administered by someone other than the instructor. It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.
- d. Classroom instructions to be read by administrator are as follows:

“Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined. Your signature on the form is optional. Please use a #2 pencil for your response on the survey questions.”
- e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope, which has the instructor’s name, course title, and course line number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The Information Technology Department shall likewise return the evaluations in sealed envelopes to the department.
- f. The evaluation envelopes will be retained in the department until all departmental evaluations are complete. A request form or forms (obtained from the Information Technology Department) must be completed and submitted with the evaluations. A “basic analysis” for each class, for each faculty member, and for each department will be provided by the Information Technology Department.
- g. The evaluation envelopes and request forms must be delivered to the Information Technology Department by the first day of finals. All processed evaluation materials will be sealed in an envelope and held in the Information Technology Department until the day after semester grades are due in the Records Office. On that date or after, each department must send a representative to the Information Technology Department to obtain and sign for the evaluation materials; they will not be mailed.
- h. The original student evaluations and an analysis will be returned to the Department Chairperson for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The Chairperson will retain the computer analysis in the faculty member’s evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member’s responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.

Proposed Policy or Procedure: (changes in bold and strikethrough)

The university uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written

comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the Department Chairperson/School Dean as part of the information used in the total faculty evaluation process. For these reasons student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the School relevant academic Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last ~~two regular class weeks~~ ten regular class days of the semester but not during the final examination period. If a course meets for only part of the semester the evaluation should take place during the last ~~two regular class weeks~~ ten regular class days of the course but not during the final examination period.
- b. The results of the evaluation will be computer tabulated.
- c. The Department Chairperson/School Dean in consultation with the faculty member will determine the procedure for selecting the individual (other than a student/s) who will administer the evaluation. The evaluation will be administered by someone other than the instructor, preferably another faculty member. It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.
- d. Classroom instructions to be read by administrator are as follows:

“Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined and submitted. Your signature on the form is optional. ~~Please use a #2 pencil for your response on the survey questions.~~”

Any additional instructions or advice that may accompany the student evaluation forms can be read to the students at the administrator’s discretion.

- e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope, which has the instructor’s name, course title, and course line number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The ~~Information Technology Department~~ Instructional Media Center shall likewise return the evaluations in sealed envelopes to the department/school.
- f. The evaluation envelopes will be retained in the department/school until all departmental/school evaluations are complete. A request form or forms (obtained from the ~~Information Technology Department~~ Instructional Media Center) must be completed and submitted with the evaluations. A “basic analysis” for each class, for each faculty member,

and for each department/school will be provided by the ~~Information Technology Department~~ Instructional Media Center.

- g. The evaluation envelopes and request forms must be delivered to the ~~Information Technology Department~~ Instructional Media Center by the first day of finals. All processed evaluation materials will be sealed in an envelope and held in the ~~Information Technology Department~~ Instructional Media Center until the day after semester grades are due in the ~~Records Registrar's~~ Office. On that date or after, each department/school must send a representative to the ~~Information Technology Department~~ Instructional Media Center to obtain and sign for the evaluation materials; they will not be mailed.
- h. The original student evaluations and an analysis will be returned to the Department Chairperson/School Dean for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The ~~Department~~ Chairperson/School Dean will retain the computer analysis in the faculty member's evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member's responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on March 11, 2010.

GAC #09-14 – Graduate Curriculum Proposals

Source of Proposal: Graduate Studies

Purpose of Proposal: For Information

Current Policy or Procedure: None

Proposed Policy or Procedure:

Graduate Council approved the courses for the MAS Assessment: Autism Spectrum Disorders degree and graduate certificate. In addition, the courses and graduate certificate for TESOL were approved, although implementation of the MAS Assessment: TESOL was not.

This results in the following new courses:

EDU 650 Fundamental of Autism Spectrum Disorders

EDU 651 Assessment and Planning for the Student with ASD

EDU 652 Classroom Programming for Students with ASD

EDU 653 Behavioral Intervention for Students with ASD

EDU 654 Teaching Communication and Social Skills for Students with ASD

EDU 655 Intensive Early Intervention for Students with ASD

TSL 660 Methods of Teaching Second Language Students

TSL 661 Second Language Acquisition
TSL 662 Materials and Assessments for TESOL
TSL 663 Research in ELL
TSL 664 Language and Culture
TSL 665 ESOL Practicum

Approved by Graduate Council February 25, 2010

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on March 11, 2010.

GAC #09-15 – Change in 2010-11, 2011-12, 2012-13, 2013-14 Academic Calendars

Source of Proposal: Calendar Committee

Purpose of Proposal: For Information

Current Policy or Procedure: MWSU Policy Guide and Academic Calendars

Fall Mid-term Break Day (no classes/campus closed) – 2nd Friday of October
Thanksgiving Holiday (no classes/campus closed) – begins at 4:00pm on the Tuesday of that week

Current Fall meeting days - M=14, T=15 (14 nights), W=14, Th=14, F=13, Sa=13

Proposed Policy or Procedure: (See attached academic calendars)

Proposal: Eliminate the Fall Mid-term Break Day.

Rationale: Homecoming very often conflicts with Fall Break. This is because the date of Homecoming is determined 2-3 years in advance and is timed to coincide with an appropriate home football game whereas the academic calendar needs to be established at least 4-5 years in advance. This means that Fall Break regularly has to be moved to an alternate Friday in October with very short notice which makes accurate academic planning difficult.

Proposal: Change the Thanksgiving Holiday into Fall Break and close campus the entire week of Thanksgiving.

Rationale: 1) This change will give Fall and Spring semester weekly instructional days to more closely mirror one another:

Fall semester: M=13, T=14, W=14, Th=14, F=14, Sa=13

Spring semester: M=13, T=14, W=14, Th=14, F=14, Sa=14

- 2) This change will ensure that staff do not lose a paid holiday by eliminating the Fall Mid-term Break Day. The Human Resources Department supports the option of closing campus the entire week of Thanksgiving.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on March 11, 2010.

GAC #09-16 – AIM Graduate Curriculum Proposals

Source of Proposal: Graduate Studies

Purpose of Proposal: For Information

Current Policy or Procedure:

Proposed Policy or Procedure:

Graduate Council approved renumbering and course name changes for the MAA AIM/CM options, as well as a general restructuring of the curriculum. These changes will make the program more efficient, and reduce overall faculty load in the program while increasing average class size to a more viable number.

MAA – Integrated Media Applied Integrated Media Option

Core		(31 hours)
AIM545	AIM Orientation	1
AIM500	Digital Cinema	3
AIM515	Digital Compositing	3
AIM565	Digital Audio productions	3
AIM520	Professional Writing for Media	3
AIM625	Project Management	2
AIM540	Interactive Design	3
AIM610	Media Expression	2
AIM635	Collaboratory	3
AIM650	Digital Production	3
AIM690	Final Project	5
Applied Integrated Media Option		(8 hours)
AIM510	Research and Development	2
AIM635	Collaboratory (repeat for credit)	3
AIM650	Digital Production (repeat for credit)	3

MAA – Integrated Media Convergent Media Option

Core		(31 hours)
AIM545	AIM Orientation	1
AIM500	Digital Cinema	3
AIM515	Digital Compositing	3
AIM565	Digital Audio Productions	3
AIM520	Professional Writing for Media	3
AIM625	Project Management	2
AIM540	Interactive Design	3
AIM610	Media Expression	2
AIM635	Collaboratory	3
AIM650	Digital Production	3
AIM690	Final Project	5

Convergent Media Option (8 hours)

AIM505	Convergent Media Theory and Practice	3
AIM630	Convergent Media Law and Ethics	2
AIM620	Advanced writing for Convergent Media	3

Approved by Graduate Council March 2, 2010

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on March 11, 2010.

GAC #09-17 – Proposed Changes to the Grade Appeal Process

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as the term is used here, consists only of any of the following:

- the assignment of a grade to a particular student on some basis other than the performance in the course;

- the assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
- the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Student Appeal Process

Step One- The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two- If the student desires to appeal the grade further, he or she may utilize the departmental grade appeal procedure.

Every academic unit must have a set of grade appeal procedures which are to be made available to student upon request; copies of those procedures are to be on file in the office of the Dean of the College, the Provost and Vice President for Academic and Student Affairs, and the Dean of Student Development. The challenge must be made in writing to the appropriate departmental Chairperson. The appeal must be made no later than ten calendar days after the aforementioned 30-day deadline.

The departmental Chairperson shall notify the student, in writing, of the department's decision within thirty calendar days of receipt of the written appeal.

Step Three- If the appeal is not resolved at the departmental level, the student may appeal to the Academic Regulations and Standards Committee in accordance with their rules and regulations. This step shall be in writing no later than the calendar days after receipt of the departmental decision. The student must inform the department and ask that any relevant documents regarding the case be sent to the Academic Regulations and Standards Committee. The department will forward all pertinent documents to the committee. The committee will notify, in writing, the student, instructor, and department of its decision within thirty calendar days of receipt of written appeal. The decision of the Academic Regulations and Standards Committee is final.

The grade appeal process shall be complete within the semester succeeding the awarding of the original grade.

It is the responsibility of the student to initiate the grade appeal process.

Proposed Policy or Procedure: (changes in bold and strikethrough)

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as the term is used here, consists only of any of the following:

- the assignment of a grade to a particular student on some basis other than the performance in the course;
- the assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
- the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Student Appeal Process

Step One- The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two- If the student desires to appeal the grade further, he or she may utilize the departmental/school grade appeal procedure.

Every academic unit must have a set of grade appeal procedures which are to be made available to student upon request; copies of those procedures are to be on file in the office of the relevant academic Dean of the College, and the Provost and Vice President for Academic and Student Affairs, ~~and the Dean of Student Development~~. The challenge must be made in writing to the appropriate ~~departmental Chairperson~~ department chairperson/school dean. The appeal must be made no later than ten (10) calendar days after the aforementioned ~~30-day~~ thirty (30) day deadline.

The ~~departmental Chairperson~~ department chairperson/school dean shall notify the student, in writing, of the department's/school's decision within thirty (30) calendar days of receipt of the written appeal.

Step Three- If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations and Standards Committee in accordance with ~~their~~ its rules and regulations. This ~~step shall be in appeal must be made in~~ writing no later than ~~the ten (10)~~ ten (10) calendar days after receipt of the departmental/school decision. ~~The student must inform the department and ask~~ The student must submit his/her written appeal to the department chairperson/school dean and request that the appeal and any relevant documents regarding the case be sent to the chairperson of the Academic Regulations and Standards Committee. ~~The department will forward all pertinent documents to the committee. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the~~

appellant, and 4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the committee chairperson within ten (10) calendar days of the student's request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/school dean. Upon review of the evidence, the committee may request any additional information that it deems necessary from the appellant and the course instructor. The committee chairperson will forward the request for additional information to the appellant and to the department chairperson/school dean. The appellant and the department chairperson/school dean must provide the additional material to the committee chairperson within five (5) calendar days of the committee's request. Furthermore, the committee may wish to interview any of the parties involved in the appeal. If so, the committee chairperson will notify the parties to schedule the interview. The course instructor and the appellant are expected to comply with all requests for additional information and interviews.

The committee chairperson will notify, ~~in writing,~~ the student of the committee's decision in writing, ~~instructor, and department of its decision~~ within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's university e-mail address. The committee chairperson will also notify the course instructor, the department chairperson/school dean, the relevant academic dean, the Provost, and the Registrar of the committee's decision. This notification will be transmitted to these individuals by campus e-mail. The decision of the Academic Regulations and Standards Committee is final.

If the committee determines that the student's grade ought to be changed, the committee chairperson must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten (10) calendar days after receipt of the form from the committee chairperson. The decision of the Academic Regulations and Standards Committee is final.

The grade appeal process shall be complete within the semester succeeding the awarding of the original grade.

It is the responsibility of the student to initiate the grade appeal process.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on March 11, 2010.

Respectfully submitted,

Jennie McDonald
Secretary

2010-2011 Western Academic Calendar

Fall 2010		
Walk-In Registration	August 24	Tuesday
Griffon Edge	TBA	
Classes Begin	August 30	Monday
Labor Day Holiday	September 6	Monday
Mid-term Grades Due	October 27	Wednesday
Last day to Withdraw	November 5	Friday
Registration Begins for Spring	November 8	Monday
Fall Break (no classes/campus closed)	November 21-28	
Last Day of classes	December 10	Friday
Final Exams	December 11-17	
Commencement	December 18	Saturday
Final Grades Due	December 21	Tuesday
Wintersession (with Saturday, 12/18)	December 18-January 14	
Campus Closed	December 24-January 2	

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=13
- 6 Final Exam days
- Wintersession (transcripted in Spring) - 14 class days with one Saturday (12/18/10), plus Final Exam day

Spring 2011		
Campus re-opens	January 3	Monday
Spring Registration/Orientation Program	January 11	Tuesday
Walk-In Registration	January 13	Thursday
Wintersession Ends	January 14	Friday
Martin Luther King Day Holiday	January 17	Monday
Classes Begin	January 18	Tuesday
President's Day Holiday	February 21	Monday
Spring Break (no classes)	March 13-20	
Mid-Term Grades Due	March 23	Wednesday
Last Day to Withdraw	April 1	Friday
Registration Begins for Summer/Fall	April 4	Monday
Last Day of Classes	May 2	Monday
Study Day	May 3	Tuesday
Final Exams	May 4-10	
Final Grades Due	May 12	Thursday
Commencement	May 14	Saturday

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=14
- 6 Final Exam days

Intersession 2011

Classes held	May 11-26	
Final Exams	May 27	Friday
Memorial Day Holiday	May 30	Monday
Final Grades Due	May 31	Tuesday

- Fourteen class days, including two Saturdays, plus Final Exam day

Summer 2011

Walk-In Registration	May 26	Thursday
Classes Begin for eight-week & 1 st four-week session (Classes meet Mon-Thurs plus one Fri, June 3)	May 31	Tuesday
Last Day to Withdraw from 1 st four-week session	June 16	Thursday
Final Exams for 1 st Four-week session	June 23	Thursday
Classes Begin for 2 nd Four-Week session (Classes meet Mon-Thurs plus one Fri, July 8)	June 27	Monday
Final Grades due for 1 st Four-Week session	June 29	Wednesday
Last Day to Withdraw from 8-week session	June 30	Thursday
Independence Day Holiday	July 4	Monday
Last Day to Withdraw from 2 nd four-week session	July 14	Thursday
Final Exams for Eight-week & 2nd four-week session	July 21	Thursday
Final Grades Due	July 27	Wednesday

- Both Four-Week Sessions - 16 class days, including Final Exam day

2011-2012 Western Academic Calendar

Fall 2011		
Walk-In Registration	August 23	Tuesday
Griffon Edge	TBA	
Classes Begin	August 29	Monday
Labor Day Holiday	September 5	Monday
Mid-term Grades Due	October 26	Wednesday
Last day to Withdraw	November 4	Friday
Registration Begins for Spring	November 7	Monday
Fall Break (no classes/campus closed)	November 20-27	
Last Day of classes	December 9	Friday
Final Exams	December 10-16	
Commencement	December 17	Saturday
Final Grades Due	December 20	
Wintersession	December 19-January 13	
Campus Closed	December 24-January 1	

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=13
- 6 Final Exam days
- Wintersession (transcripted in Spring) - 14 class days, plus Final Exam day

Spring 2012		
Campus re-opens	January 2	Monday
Spring Registration/Orientation Program	January 10	Tuesday
Wintersession Ends	January 12	Thursday
Walk-In Registration	January 13	Friday
Martin Luther King Day Holiday	January 16	Monday
Classes Begin	January 17	Tuesday
President's Day Holiday	February 20	Monday
Spring Break (no classes)	March 11-18	
Mid-Term Grades Due	March 21	Wednesday
Last Day to Withdraw	March 30	Friday
Registration Begins for Summer/Fall	April 2	Monday
Last Day of Classes	April 30	Monday
Study Day	May 1	Tuesday
Final Exams	May 2-8	
Final Grades Due	May 10	Thursday
Commencement	May 12	Saturday

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=14
- 6 Final Exam days

Intersession 2012

Classes held	May 9-24	
Final Exams	May 25	Friday
Memorial Day Holiday	May 28	Monday
Final Grades Due	May 29	Tuesday

- Fourteen class days, including two Saturdays, plus Final Exam day

Summer 2012

Walk-In Registration	May 24	Thursday
Classes Begin for eight-week & 1 st four-week session (Classes meet Mon-Thurs plus one Fri, June 1)	May 29	Tuesday
Last Day to Withdraw from 1 st four-week session	June 14	Thursday
Final Exams for 1 st Four-week session	June 21	Thursday
Classes Begin for 2 nd Four-Week session (Classes meet Mon-Thurs plus one Fri, June 29)	June 25	Monday
Final Grades due for 1 st Four-Week session	June 27	Wednesday
Last Day to Withdraw from 8-week session	June 28	Thursday
Independence Day Holiday	July 4	Wednesday
Last Day to Withdraw from 2 nd four-week session	July 12	Thursday
Final Exams for Eight-week & 2nd four-week session	July 19	Thursday
Final Grades Due	July 25	Wednesday

- Both Four-Week Sessions - 16 class days, including Final Exam day

2012-2013 Western Academic Calendar

Fall 2012		
Walk-In Registration	August 21	Tuesday
Griffon Edge	TBA	
Classes Begin	August 27	Monday
Labor Day Holiday	September 3	Monday
Mid-term Grades Due	October 24	Wednesday
Last day to Withdraw	November 2	Friday
Registration Begins for Spring	November 5	Monday
Fall Break (no classes/campus closed)	November 18-25	
Last Day of classes	December 7	Friday
Final Exams	December 8-14	
Commencement	December 15	Saturday
Final Grades Due	December 18	Tuesday
Wintersession (with Saturdays, 12/15 and 1/6)	December 15-January 11	
Campus Closed	December 24-January 1	

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=13
- 6 Final Exam days
- Wintersession (transcripted in Spring) - 14 class days with two Saturdays (12/15/12 and 1/6/13), plus Final Exam day

Spring 2013		
Campus re-opens	January 2	Wednesday
Spring Registration/Orientation Program	January 8	Tuesday
Walk-In Registration	January 10	Thursday
Wintersession Ends	January 11	Friday
Classes Begin	January 14	Monday
Martin Luther King Day Holiday	January 21	Monday
President's Day Holiday	February 18	Monday
Spring Break (no classes)	March 10-17	
Mid-Term Grades Due	March 20	Wednesday
Last Day to Withdraw	March 29	Friday
Registration Begins for Summer/Fall	April 1	Monday
Last Day of Classes	April 29	Monday
Study Day	April 30	Tuesday
Final Exams	May 1-7	
Final Grades Due	May 9	Thursday
Commencement	May 11	Saturday

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=14
- 6 Final Exam days

Intersession 2013

Classes held	May 8-23	
Final Exams	May 24	Friday
Memorial Day Holiday	May 27	Monday
Final Grades Due	May 28	Tuesday

- Fourteen class days, including two Saturdays, plus Final Exam day

Summer 2013

Walk-In Registration	May 23	Thursday
Classes Begin for eight-week & 1 st four-week session (Classes meet Mon-Thurs plus one Fri, May 31)	May 28	Tuesday
Last Day to Withdraw from 1 st four-week session	June 13	Thursday
Final Exams for 1 st Four-week session	June 20	Thursday
Classes Begin for 2 nd Four-Week session (Classes meet Mon-Thurs plus one Fri, June 28)	June 24	Monday
Final Grades due for 1 st Four-Week session	June 26	Wednesday
Last Day to Withdraw from 8-week session	June 27	Thursday
Independence Day Holiday	July 4	Thursday
Last Day to Withdraw from 2 nd four-week session	July 11	Thursday
Final Exams for Eight-week & 2nd four-week session	July 18	Thursday
Final Grades Due	July 24	Wednesday

- Both Four-Week Sessions - 16 class days, including Final Exam day

2013-2014 Western Academic Calendar

Fall 2013		
Walk-In Registration	August 20	Tuesday
Griffon Edge	TBA	
Classes Begin	August 26	Monday
Labor Day Holiday	September 2	Monday
Mid-term Grades Due	October 23	Wednesday
Last day to Withdraw	November 1	Friday
Registration Begins for Spring	November 4	Monday
Fall Break (no classes/campus closed)	November 24-December 1	
Last Day of classes	December 6	Friday
Final Exams	December 7-13	
Commencement	December 14	Saturday
Final Grades Due	December 17	Tuesday
Wintersession (with Saturdays, 12/14 and 1/4)	December 14-January 10	
Campus Closed	December 24-January 1	

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=13
- 6 Final Exam days
- Wintersession (transcripted in Spring) - 14 class days with two Saturdays (12/14/13 and 1/4/14), plus Final Exam day

Spring 2014		
Campus re-opens	January 2	Thursday
Spring Registration/Orientation Program	January 7	Tuesday
Walk-In Registration	January 9	Thursday
Wintersession Ends	January 10	Friday
Classes Begin	January 13	Monday
Martin Luther King Day Holiday	January 20	Monday
President's Day Holiday	February 17	Monday
Spring Break (no classes)	March 9-16	
Mid-Term Grades Due	March 19	Wednesday
Last Day to Withdraw	March 28	Friday
Registration Begins for Summer/Fall	March 31	Monday
Last Day of Classes	April 28	Monday
Study Day	April 29	Tuesday
Final Exams	April 30-May 6	
Final Grades Due	May 8	Thursday
Commencement	May 10	Saturday

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=14
- 6 Final Exam days

Intersession 2014

Classes held	May 7-22	
Final Exams	May 23	Friday
Memorial Day Holiday	May 26	Monday
Final Grades Due	May 28	Tuesday

- Fourteen class days, including two Saturdays, plus Final Exam day

Summer 2014

Walk- In Registration	May 29	Thursday
Classes Begin for eight-week & 1 st four-week session (Classes meet Mon-Thurs)	June 2	Monday
Last Day to Withdraw from 1 st four-week session	June 19	Thursday
Final Exams for 1 st Four-week session	June 26	Thursday
Classes Begin for 2 nd Four-Week session (Classes meet Mon-Thurs)	June 30	Monday
Final Grades due for 1 st Four-Week session	July 2	Wednesday
Last Day to Withdraw from 8-week session	July 3	Thursday
Independence Day Holiday	July 4	Friday
Last Day to Withdraw from 2 nd four-week session	July 17	Thursday
Final Exams for Eight-week & 2nd four-week session	July 24	Thursday
Final Grades Due	July 30	Wednesday

- Both Four-Week Sessions - 16 class days, including Final Exam day