

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2010-2011

March 31, 2011

Volume 35, No. 3

GOVERNANCE ADVISORY COUNCIL

March 29, 2011

Member Attendees: Dr. Jeanne Daffron, Dr. Brian Cronk, Dan Eckhoff, Dillon Harp, Dr. Greg Lindsteadt, Dr. Gordon Mapley, Dr. Murray Nabors, Dr. Phil Nitse, Amy Parnell, Dr. Esther Perález, Sally Sanders

Other Attendees: Marilyn Baker, Susan Bracciano, Peter Gregory, Alison Norris, Dr. Michael Ottinger, Dr. Maureen Raffensperger

GAC #10-07 – Responsible Conduct of Research Policy

Source of Proposal: Grants and Sponsored Programs

Purpose of Proposal: New Policy / For Information

Current Policy or Procedure: None

Proposed Policy or Procedure: (To be included on the IRB web page.)

Responsible Conduct of Research Training and Oversight Policy -- January 2011 Revision

Applicability

This policy covers all students (undergraduate and graduate) working on projects funded by the National Science Foundation or any other federal funding agency.

Training Plan

Missouri Western considers the following 9 areas to be part of the training necessary for RCR:

1. Data Acquisition, Management, Sharing and Ownership
2. Conflict of Interest and Commitment
3. Human Subjects
4. Animal Welfare
5. Research Misconduct
6. Publication Practices and Responsible Authorship
7. Mentor / Trainee Responsibilities

8. Peer Review
9. Collaborative Science

Faculty/Staff who receive funds from NSF are primarily responsible for ensuring that any and all students who work on a federally funded project have received training in all 9 of the above areas, according to the standards in their discipline. PIs are encouraged to seek assistance from others on campus if they do not feel that they can provide adequate training.

Training for Human Subjects will take place on the IRB web page, and all students are required to pass the certification quiz.

Students are to be directed to the relevant portions of the Policy Guide which cover RCR.

All faculty are to have dedicated RCR training meetings with their students prior to the initiation of any work by the student on the project.

Oversight Plan

All faculty will have their students sign the RCR Training Verification form prior to having them work on the project.

Students will be informed that they have a responsibility to report any unethical behavior to the Provost's office.

(See Verification Form Attached to Minutes)

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

Presidential Action: This proposal was signed by the President on March 30, 2011.

GAC #10-08 – Academic Calendar Updates 2011-12, 2012-13, 2013-14

Source of Proposal: Calendar Committee

Purpose of Proposal: For Information

Current Policy or Procedure:

Proposed Policy or Procedure: Adding Griffon Edge dates

Fall 2011 – August 25-27

Fall 2012 – August 23-25

Fall 2014 – August 22-24

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

Presidential Action: This proposal was signed by the President on March 30, 2011.

GAC #10-09 – Academic Calendars 2014-15 and 2015-16

Source of Proposal: Calendar Committee

Purpose of Proposal: For Information

Current Policy or Procedure: None

Proposed Policy or Procedure: See Attachments

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

Presidential Action: This proposal was signed by the President on March 30, 2011

GAC #10-10 – Instructional Policies

Source of Proposal: Registrar's Office

Purpose of Proposal: Policy Change/For Information

Current Policy or Procedure: MWSU Policy Guide, Academic Policies, Instructional Policies

C. CLASS ROSTERS

Class rosters are furnished to the instructors by the Registrar's Office. These rosters are updated periodically by schedule changes recorded in the Records Office.

F. FINAL EXAM SCHEDULES

Final exam schedules are prepared by the Registrar's Office. The final exam schedule is included in the Class Schedule. Final exams for one-hour and two-hour credit classes will be during the last regularly scheduled class. Finals during the Summer Session will be given during the last session of each class. Faculty are expected to use the exam period assigned for their classes as published in the Class Schedule. Any deviation from the schedule must have prior approval of the department Chairperson and Dean of the College.

G. FINAL GRADES

Faculty members will be provided with class rosters and final grade report forms from Information Technology Services at least one week prior to the date that final grades are due to be returned to the Records Office. Proper marking of the forms is vital to their later processing.

ALL FINAL GRADES AND CLASS ROSTERS ARE DUE IN THE RECORDS OFFICE BY 1:30 P.M. ON THE SECOND WORKING DAY AFTER THE LAST DAY OF FINALS.

All grades and class rosters are expected in the Records Office as soon as possible after completion of class and none to be later than 1:30 p.m. on the second working day after the last day of finals. If a single class is tardy, the entire process is delayed until ALL grades are in. Official final grades for all spring semester graduates will be due at the same time as grades for all other students. Grade books (computer records or hard copies) should be kept for a minimum of three years. Class materials that have not been returned to students, and that might be useful in case of a grade appeal, should be kept through the completion of the following regular semester. Faculty who leave the institution should deposit their grade books for the previous three years in the appropriate department office, where the grade books should be kept for three years.

H. GRADE CHANGE

A course grade change must be approved by the chairperson and Dean of the College. The approved grade change must be submitted to the registrar prior to the end of the next regular (fall/spring) term after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

J. MIDTERM DEFICIENCY GRADE REPORTS

Grades must be turned into the Records Office at midterm for all students. Refer to the Academic Calendar published in this Policy Guide for the exact date midterm grades are due.

Proposed Policy or Procedure:

C. CLASS ROSTERS

Class rosters are available online through the faculty member's portal. Printed rosters may be obtained through the Registrar's Office. Rosters should be reviewed often during the first week of school as schedule changes are taking place. A student not appearing on the roster should not be allowed to attend class.

F. FINAL EXAM SCHEDULES

Final exam schedules are prepared by the Registrar's Office. The final exam schedule for courses of 3 or more credits is included in the current term's Registration Guide. Other courses should adhere to the following final exam guidelines –

- All 1 and 2 credit courses will hold final examinations on the last regular class meeting prior to final examination week.
- Courses which begin at a time not listed on the final schedule will observe the final exam time of the closest previous class time listed.
- Evening class (after 4:20 p.m.) final exams will be given at their regular class time during the final examination week. Those evening classes with two meetings per week will use the first meeting for the final examination with the second meeting used at the discretion of the instructor.
- Online classes and off-schedule classes will hold final exams according to the course syllabus.
- Finals during the Summer Session, Intersession and Wintersession will be given during the last session of each class.

Faculty are expected to use the final exam period assigned for their classes as published in the Registration Guide. Any deviation must have prior approval of the department Chairperson and Dean of the College or School.

G. FINAL GRADES

Faculty will have access to post final grades online through their portal at least one week prior to the date that final grades are due. Grades will be due by 2:00 pm on the second business day after the last day of finals. If needed, an exception to this will be granted where final grades will be due by 2:00 pm on the first business day after the last day of finals, in order to allow the Registrar's Office two full business days to process final grades and academic standing before the campus is closed. The final grade due date will always be published in the current year academic calendar.

Grade books (computer records or hard copies) should be kept for a minimum of three years. Class materials that have not been returned to students, and that might be useful in case of a grade appeal, should be kept through the completion of the following regular semester. Faculty who leave the institution should deposit their grade books for the previous three years in their academic department office, where the grade books should be kept for three years.

H. GRADE CHANGE

A course grade change must be initiated by the instructor and be approved by the chairperson and Dean of the College or School. The approved grade change must be submitted to the Registrar's Office prior to the end of the next regular (fall/spring) semester after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

J. MIDTERM GRADE REPORTS

Mid-term grades are assigned to all students enrolled in classes for the Fall and Spring semesters. Faculty will have access to post mid-term grades online through their portal at least one week prior to the date that mid-term grades are due. Grades will be due by 2:00 pm on the mid-term grade due-date listed in the current Academic Calendar.

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

Presidential Action: This proposal was signed by the President on March 30, 2011

GAC #10-11 – Attendance Policy

Source of Proposal: Financial Aid

Purpose of Proposal: Policy Change/For Information

Current Policy or Procedure: CURRENT CATALOG ENTRY (currently on page 22)

CLASS ATTENDANCE

Regular class attendance is considered an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Each instructor will determine and make known to the class the requirement for attendance.

Western Attendance Policy for All 100- and 200-Level Courses

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Western has implemented a mandatory attendance policy for students in all 100- and 200-level courses. Instructors are required to monitor and track student attendance. A student will be given an excused absence when acting as an official representative of the University, provided the student gives prior written verification from the faculty/staff supervisor of the event. Any additional excused absences are at the complete discretion of the instructor.

When a student exceeds the maximum number of unexcused absences prior to mid-term grades being assigned, instructors will report the student to the Registrar's Office, who will administratively withdraw the student from the course. Refer to the course syllabi for maximum allowable unexcused absences. Failure to meet the individual course attendance requirements as listed in the syllabi beyond the mid-point of the course may result in a grade of FA. In all cases involving non-attendance the Financial Aid Office will be notified of the student's date of last attendance in order to return unearned financial aid in accordance with federal financial aid regulations.

CURRENT POLICY GUIDE – ACADEMIC POLICIES; INSTRUCTIONAL POLICIES

D. COURSE SYLLABI

Department Chairpersons are responsible for seeing that course syllabi are on file and up to date. A course syllabus shall be made available to students in each course, preferably at the first class meeting, but no later than the second class session. It is recommended that the syllabus minimally contain the following: University name; College title; Department title; Course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (lists of topics to be covered); University policy statements governing student attendance and academic honesty (IV.B and II.A. of the Policy Guide); a statement concerning students with disabilities, such as "Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements"; assignments and activities that will contribute to the course grade (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

Proposed Policy or Procedure: (Effective Fall 2011)

PROPOSED CATALOG ENTRY

CLASS ATTENDANCE

Missouri Western State University has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual courses will be communicated through the course syllabus.

PROPOSED POLICY GUIDE - ACADEMIC POLICIES; INSTRUCTIONAL POLICIES

D. COURSE SYLLABI

Department Chairpersons are responsible for seeing that course syllabi are on file and up to date. A course syllabus shall be made available to students in each course, preferably at the first class meeting, but no later than the second class session. It is recommended that the syllabus minimally contain the following: University name; College title; Department title; Course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (lists of topics to be covered); University policy ~~statements~~ **statement** governing ~~student attendance~~ and academic honesty (IV.B and II.A. of the Policy Guide); **attendance expectations and any excused absence guidelines**; a statement concerning students with disabilities, such as "Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements"; assignments and activities that will contribute to the course grade (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

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

Presidential Action: This proposal was signed by the President on March 30, 2011

GAC #10-12 – Undergraduate Curriculum Committee Report, March 2011

Source of Proposal: Undergraduate Curriculum Committee

Purpose of Proposal: Policy Revision/For Information

Current Policy or Procedure: MINORS

A minor is a subject or course of study that provides the essence of a major discipline, but requires less intensive concentration than a major field of study. Minors are available in a variety of academic subject areas and those officially-recognized minors, as listed in the *MWSU Undergraduate Catalog*, will be placed on a transcript. Students must declare and successfully

complete a four-year major program in order to receive credit for a minor. To earn a minor, students must attain a minimum GPA of 2.0 in minor coursework. Upon graduation, however, students may not complete or declare an additional minor unless that minor is accompanied by an additional degree and major. Students cannot be awarded a minor in a field in which they have earned an associate or bachelors degree.

Proposed Policy or Procedure:

**FINAL REPORT
UNDERGRADUATE CURRICULUM COMMITTEE
2010/2011**

Presented to the Faculty Senate of
Missouri Western State University
March 24, 2011

Presented to the Governance Advisory Council of
Missouri Western State University
March 29, 2011

By Dr. Maureen Raffensperger,
Undergraduate Curriculum Committee Chair

and

Dr. faye smith
Undergraduate Curriculum Committee Secretary

**Short Summary of Secondary Undergraduate Curriculum Changes
2010/2011
Missouri Western State University**

Department(s)	Short Proposal Title (Proposal item numbers are given.)	Status
COLLEGE OF LIBERAL ARTS AND SCIENCES		
CSMP	(#4) Change the course title, and description of MAT351. Change the prerequisite of MAT351 and 352.	Completed
COLLEGE OF PROFESSIONAL STUDIES		
CJLS	(#10) Change the title of and reword the course description for LAT 340 Current Legal Issues.	Completed
EDU	(#1) Delete non-shared courses from EDU program.	Completed
	(#4) Title change for EDU 422 – Seminar in Early Childhood: Issues and Trends in the Management of Programs for Young Children. Drop the wording “Seminar in Early Childhood” wording.	Completed

Status of Secondary Curriculum Proposals can be viewed by accessing the "Status of Secondary Proposals 2010_2011" spreadsheet on the network drive. (O:\UGCC\2010-2011\Status of Secondary Proposals 2010_2011).

Item 2:

Page 40 from the current catalog:

MINORS

A minor is a subject or course of study that provides the essence of a major discipline, but requires less intensive concentration than a major field of study. Minors are available in a variety of academic subject areas and those officially-recognized minors, as listed in the *MWSU Undergraduate Catalog*, will be placed on a transcript. Students must declare and successfully complete a four-year major program in order to receive credit for a minor. To earn a minor, students must attain a minimum GPA of 2.0 in minor coursework. Upon graduation, however, students may not complete or declare an additional minor unless that minor is accompanied by an additional degree and major. **Minor coursework must consist of a minimum of four credit hours beyond the student's major, emphasis, concentration, and/or general studies requirements. Students cannot be awarded a minor in the same area as their major, emphasis, or concentration.**

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

Presidential Action: This proposal was signed by the President on March 30, 2011

GAC #10-13 – General Studies Changes

Source of Proposal: General Studies Committee

Purpose of Proposal: For Information

Current Policy or Procedure:

GENERAL STUDIES: (43-46 Credits)

Education General Studies differ from university General Studies.

CATEGORY ONE: BASIC SKILLS (12-14 credits)

1. MAT112 or MAT116 3/4/5 _____
2. ENG104 and 108 or ENG112 6 _____
3. COM104 3 _____

CATEGORY TWO: NATURAL SCIENCES (9-10 credits)

1. BIO101 or 105 and 5 _____
2. CHE101(4) or 104(5) or 111(5) or ESC111(4) or
PHY101(4) or 104(4) or 107(4) or 110(4) or 210(5) 4/5 _____

CATEGORY THREE: SOCIAL SCIENCES (9 credits)

1. GEO100 3 _____
2. HIS140 or 150 3 _____
3. PSC101 3 _____

CATEGORY FOUR: HUMANITIES (9 credits)

One from each group

- 1. HIS200 or 210 or 230 or HUM203 or 204 or 205 3 _____
- 2. ENG210 or 220 3 _____
- 3. ART100 or MUS101 3 _____

CATEGORY FIVE: PHYSICAL HEALTH (4 credits)

- 1. PED101 3 _____
- 2. MIL105 or any PE lifetime sports activity class 1 _____

Proposed Policy or Procedure: (Effective immediately and retroactively.)

GENERAL STUDIES (42-46 Credits)

CATEGORY ONE: BASIC SKILLS (12-14 credits)

- 1. MAT110 or MAT112 or MAT116 or MAT130 or MAT137 or MAT147 or MAT167 3/4/5 _____
- 2. ENG104 and 108 or ENG112 6 _____
- 3. COM104 3 _____

CATEGORY TWO: NATURAL SCIENCES (8-10 credits)

Minimum of 8 credits from TWO of the following groups.

- 1. BIO101 or 105 5 _____
- 2. CHE101(4) or 104(5) or 111(5) 4/5 _____
- 3. ESC111 4 _____
- 4. PHY101(4) or 107(4) or 110(4) or 210(5) 4/5 _____
- 5. PHY104 4 _____

CATEGORY THREE: SOCIAL SCIENCES (9 credits)

Minimum of 9 credits with at least one course from each of the two following groups.

- 1. ECO101 or 260 or 261 or GEO100 or PSY101 or SOC110 or 120 3 _____
- 2. HIS140 or 150 or PSC101 3 _____
- 3. Additional course from group 1 or 2 3 _____

CATEGORY FOUR: HUMANITIES (9 credits)

One course each from three of the following four groups.

- 1. HIS200 or 210 or 230 or HUM203 or 204 or 205 3 _____
- 2. ENG210 or 220 or PHL210 or 230 or HUM250 3 _____
- 3. ART100 or MUS101 or THR113 3 _____
- 4. FRE/GER/SPA100 or any higher level 3-credit language course 3 _____

CATEGORY FIVE: PHYSICAL HEALTH (4 credits)

- 1. PED101 3 _____
- 2. MIL105 or any PE lifetime sports activity class 1 _____

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

Presidential Action: This proposal was signed by the President on March 30, 2011

Respectfully submitted,

Jennie McDonald
Secretary



Responsible Conduct of Research Training
Verification Form

I, _____, understand that I am working on a research project funded by the Federal Government. This form verifies that I have met with the faculty member primarily responsible for the grant (or others) and have gone over all 9 areas of RCR and discussed how they apply to my discipline, Missouri Western, and my work on this project.

Those areas are:

1. Data Acquisition, Management, Sharing and Ownership
2. Conflict of Interest and Commitment
3. Human Subjects
4. Animal Welfare
5. Research Misconduct
6. Publication Practices and Responsible Authorship
7. Mentor / Trainee Responsibilities
8. Peer Review
9. Collaborative Science

I have also completed the IRB training quiz, and been provided with information on how RCR is presented in the Western Policy Guide.

I understand that if I have any questions, or believe that anyone involved in the project is behaving in an unethical manner, that I will report this activity immediately to the Provost's Office.

Student Signature Printed Name Date

Faculty Signature Printed Name Date

This form is to be forwarded to the Provost's Office after being signed.

2014-2015 Western Academic Calendar

Fall 2014		
Walk-In Registration	August 19	Tuesday
Griffon Edge	August 21-23	
Classes Begin	August 25	Monday
Labor Day Holiday	September 1	Monday
Mid-term Grades Due	October 22	Wednesday
Last day to Withdraw	October 31	Friday
Registration Begins for Spring	November 3	Monday
Fall Break (no classes/campus closed)	November 23-30	
Last Day of classes	December 5	Friday
Final Exams	December 6-12	
Commencement	December 13	Saturday
Final Grades Due	December 16	Tuesday
Wintersession (with Saturdays, 12/13 and 12/20)	December 13-January 9	
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 including two Saturdays (12/13/14 and 12/20/14), plus Final Exam day (1/9/15)

Spring 2015		
Campus re-opens	January 2	Friday
Spring Registration/Orientation Program	January 6	Tuesday
Walk-In Registration	January 8	Thursday
Wintersession Ends	January 9	Friday
Classes Begin	January 12	Monday
Martin Luther King Day Holiday	January 19	Monday
President's Day Holiday	February 16	Monday
Spring Break (no classes)	March 8-15	
Mid-Term Grades Due	March 18	Wednesday
Last Day to Withdraw	March 27	Friday
Registration Begins for Summer/Fall	March 30	Monday
Last Day of Classes	April 27	Monday
Study Day	April 28	Tuesday
Final Exams	April 29-May 5	
Final Grades Due	May 7	Thursday
Commencement	May 9	Saturday

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

Intersession 2015

Classes held	May 6-21	
Final Exams	May 22	Friday
Memorial Day Holiday	May 25	Monday
Final Grades Due	May 27	Wednesday

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

Summer 2015

Walk- In Registration	May 28	Thursday
Classes Begin for eight-week & 1 st four-week session (Classes meet Mon-Thurs)	June 1	Monday
Last Day to Withdraw from 1 st four-week session	June 18	Thursday
Final Exams for 1 st Four-week session	June 25	Thursday
Classes Begin for 2 nd Four-Week session (Classes meet Mon-Thurs)	June 29	Monday
Final Grades due for 1 st Four-Week session	July 1	Wednesday
Last Day to Withdraw from 8-week session	July 2	Thursday
Independence Day Holiday	July 3	Friday
Last Day to Withdraw from 2 nd four-week session	July 16	Thursday
Final Exams for Eight-week & 2nd four-week session	July 23	Thursday
Final Grades Due	July 29	Wednesday

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

2015-2016 Western Academic Calendar

Fall 2015		
Walk-In Registration	August 25	Tuesday
Griffon Edge	August 27-29	
Classes Begin	August 31	Monday
Labor Day Holiday	September 7	Monday
Mid-term Grades Due	October 28	Wednesday
Last day to Withdraw	November 6	Friday
Registration Begins for Spring	November 9	Monday
Fall Break (no classes/campus closed)	November 22-29	
Last Day of classes	December 11	Friday
Final Exams	December 12-18	
Commencement	December 19	Saturday
Final Grades Due	December 21	Monday
Wintersession (with Saturdays, 12/19 and 1/9)	December 19-January 15	
Campus Closed	December 24-January 3	

- 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 including two Saturdays (12/19/15 and 1/9/16), plus Final Exam day (1/15/16)

Spring 2016		
Campus re-opens	January 4	Monday
Spring Registration/Orientation Program	January 12	Tuesday
Walk-In Registration	January 14	Thursday
Wintersession Ends	January 15	Friday
Martin Luther King Day Holiday	January 18	Monday
Classes Begin	January 19	Tuesday
President's Day Holiday	February 15	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-May 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 2016

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 2016

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, June 29)	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