

## ADMINISTRATIVE COUNCIL

### MIDWESTERN STATE UNIVERSITY

Meeting No. 08-03

January 16, 2008

The Administrative Council met Wednesday, January 16, 2008, at 2:00 p.m. in the Clark Student Center Cheyenne Room. Present were Dr. Jesse W. Rogers, Chairman; Dr. Friederike Wiedemann, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Dr. Robert Redmon, Mr. Dominique Calhoun, Ms. Debbie Barrow, Ms. Janus Buss, Ms. Dianne Weakley, Ms. Darla English, Mr. David Spencer, and Ms. Cindy Ashlock.

#### MSU Policies and Procedures

The Council discussed the following policy changes at length. Following the discussion, it was recommended that the following policies be placed on the February Board of Regents agenda.

#### Policy 2.338, D. 45. University Assessment Committee

Dr. Clark recommended changes to the wording of the policy for clarification and to add a representative from facilities services (see **Attachment 1**).

#### Policy 3.348, Employment of Foreign Nationals

Ms. Weakley stated that U.S. Department of Labor rules effective July 16, 2007, require the employer to act as a sponsor for foreign national employees seeking permanent residency status and to pay for the labor certification preparation and filing costs, including applicable attorney fees, which cannot be passed on to the employee. The recommended policy revisions will clarify the process for application and approve university sponsorship for permanent residency status for foreign national employees (see **Attachment 2**).

#### Policy 3.349, Employee Background Checks

Ms. Weakley recommended adding wording to the policy to clearly define the process for conducting background checks under the Fair Credit Reporting Act (see **Attachment 3**).

#### Policy 4.xxx, Records Management Policy

A Records Management Policy was presented for consideration and approval (see **Attachment 4**). After a short discussion, the Council agreed that the policy should be submitted to the Faculty Senate for review. Dr. Redmon stated he would present the proposed policy to the Faculty Senate at their next meeting and advise Ms. Barrow if any concerns were raised. If no concerns were noted, the policy would be placed on the February Board of Regents agenda.

#### MSU Fiscal Regulations and Procedures

Mr. Sandoval proposed increasing the maximum travel per diem allowance for foreign travel from 60% to 100% as shown in **Attachment 5**. The Council approved this change.

Proposed 2008-2009 and 2009-2010 Holiday Schedule

Ms. Barrow presented the proposed 2008-2009 and 2009-2010 holiday schedule as shown in **Attachment 6**. Ms. Barrow noted that July 4 in 2009 and 2010 will fall on the weekend. Employees could either be given a holiday the Friday before or the Monday after July 4, or the holiday could be added to Spring Break. The Council determined that an extra day during Spring Break would work best for students and employees.

Proposed 2008-2009 and 2009-2010 Academic Calendar

Ms. Barrow presented the proposed 2008-2009 and 2009-2010 academic calendar for consideration (see **Attachment 7**). The Council recommended that the academic calendar be placed on the February Board of Regents meeting agenda.

Student Organizations

Mr. Lamb recommended approval of four new student organizations; Texas Tau Chapter of Pi Mu Epsilon, a national honorary mathematics society, Eta Epsilon Chapter of Kappa Pi International Honorary Art Fraternity, MSU Students for Ron Paul, and Midwestern Music Educators Association which is affiliated with the Texas Music Educators Association and the National Music Educators Association. The Council approved the organizations.

Key Requests

The Council recommended approval of the following key requests.

<b>STAFF</b>		
Charlie Carr	Ligon Master	Needs access to building and athletic offices
Jennifer Marshall	Bea Wood Hall Outside	Need key to outside door
Bethany Puckett	Dillard Master	Needs access to building
Sena Short	Dillard Master	Needs access to building
Kevyn Trammell	Ligon Outside	Access Ligon
Kyle Williams	Ligon Master	Needs access to building and athletic offices
<b>STUDENT</b>		
Sandy Angell	Sikes Lake Center Outside	Open and close SLC for fitness classes
Kim Beard	Sikes Lake Center Outside	Open and close SLC for fitness classes
Julie Brown	Sikes Lake Center Outside	Open and close SLC for fitness classes
Jackie Brumbalow	Sikes Lake Center Outside	Open and close SLC for fitness classes
Jelona Folkes	Ligon Outside	Open/Close Wellness Center
David Holbert	Bolin outside	Graduate Student needs access to building after hours
Amber Miller	Bolin outside	GA needs access to building
Paul Robertson	Ligon Outside	Open/Close Free Play
Paul Robertson	Sikes Lake Center Outside	Cleaning Fitness Equipment
Ashley Sereika	Sikes Lake Center Outside	Open and close SLC for fitness classes
Gizelle Simpson	Bolin outside	GA needs access to building
Stephanie Strike	Bolin Outside	Graduate student needs access to building after hour for research

MSU Fiscal Regulations and Procedures

Mr. Sandoval stated that the Student Accounts Receivable procedure was being updated to reflect procedures currently in place (see **Attachment 8**). The Council approved the changes.

MSU Testing Center Fee

Dr. Clark requested increasing the GED fee from \$75 to \$90 due to increased costs by the Texas Education Agency (TEA). Ms. Barrow stated that if increased costs to the university were the reason for the increased fees to the student then Board of Regents approval is not required.

American Democracy Project Committee

Dr. Wiedemann proposed making the American Democracy ad hoc committee a standing committee. Dr. Rogers asked that Dr. Wiedemann give a presentation at the February Board of Regents meeting explaining the American Democracy Project.

MSU Policies and Procedures

The Council discussed the following policy changes at length. Following the discussion, it was recommended that the following policies be placed on the February Board of Regents agenda for consideration

Policy 3.145 and 3.127 Faculty Workload Policy

Dr. Wiedemann recommended combining policy 3.145 with policy 3.127 to clarify current procedures.

Course Fee Increases

Dr. Wiedemann proposed increasing course fees beginning fall 2008 in the following areas.

- a. English from \$5 to \$6 SCH
- b. Kinesiology from \$10 to \$15 SCH
- c. MIS from \$7 to \$15 SCH
- d. Nursing from \$25 to \$30 SCH

It was agreed these recommendations would be placed on the February agenda for consideration.

Reporting CIP codes

Dr. Rogers asked Dr. Wiedemann to be certain that the correct CIP code is reported for athletic training courses. He noted that it is considered a health science and the funding is higher than what is received for kinesiology courses. Dr. Wiedemann stated she would check on how the information is reported.

Adjournment

There being no further business, the meeting was adjourned at 4:03 p.m.

Original Minutes Signed

\_\_\_\_\_  
Jesse W. Rogers, Chairman

Original Minutes Signed

\_\_\_\_\_  
Cindy Ashlock, Secretary

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 11/02/2007

D.

45. **University Assessment Committee**

A. **Purpose**

To **facilitate** ~~coordinate~~ a process of continual self-evaluation and ~~monitor~~ the improvement across all sectors of the university by providing assistance in the design and selection of assessment instruments, the implementation of assessments, as well as the analysis, reporting, and use of assessment results.

B. **Personnel**

The Assistant to the Vice President for Institutional Effectiveness/ Director of Institutional Research and Planning (chair); the co-chairs of the Student Success Committee; a representative from Enrollment Management, Student Affairs, Administration and Finance, Human Resources, University Advancement, **Facilities Services**, and Athletics; the university Librarian; a representative and an alternate from each of the six colleges; the Associate Provost; and a representative from the Student Government Association.

C. **Reports To:** Vice President for Institutional Effectiveness and Enrollment Management

## 3.348 Human Resources

## Employment of Foreign Nationals

Date Adopted/Most Recent Revision: 08/04/2006

## A. Introduction

The process of employing foreign nationals involves federal rules and regulations that if not carefully followed can result in severe penalties to the employee and employer. United States immigration laws are very specific in regard to the employment of foreign nationals and also very specific in terms of the penalties to be imposed for the violation of these laws. This policy is intended to provide a general overview of the processes relative to employment of foreign nationals at Midwestern State University and does not propose to represent immigration law.

## B. Verification of Eligibility

All foreign nationals employed by the university, in any capacity, must be processed through the Office of International Services in coordination with the Human Resources Department. Subsequent to the employing authority's confirmation of an offer of employment, the Office of International Services will verify the employee's credentials (passport, visa, social security number, work authorization status, etc.). Employees determined by the Office of International Services and the Human Resources Department to be ineligible for employment will be denied employment by the university.

## C. Eligible Employment Status for Foreign National Student Employees

The Office of International Services will issue the Form I-20 for students in F-1 status and Form DS-2019 for students in J-1 (exchange visitor) student status. The "On-Campus Employment Form For International Students," verifying F-1 and J-1 student employment eligibility, must be issued by the Office of International Services before the student employee's first day of work, and must be renewed annually.

## D. Eligible Employment Status for Full-time Foreign National Employees

Foreign nationals can be employed in full-time positions through several processes. The current residence and immigration status of the prospective employees have some bearing on the process.

1. If eligible, a foreign national can be hired on Optional Practical Training (OPT) or Academic Training (J-1) status for one year or eighteen months, respectively. No employer processing is required unless the employee is retained beyond the period specified on the Employment Authorization Document (EAD) card. Citizens of Canada or Mexico may qualify for employment on a North American Free Trade Agreement (TN) status, which is granted for professional positions on a one year renewable basis.
2. Eligible foreign nationals and those losing eligibility with the expiration of the F-1, OPT, or J-1, Academic Training status and current employees in a TN status may gain employment status through the employer sponsored H1-B visa, which entails the filing of a Form I-129 and a Labor Condition Application. The H1-B visa is available to qualified individuals for a period of three years and may be renewed for a second three year period. In the event of a delay in a pending immigration visa petition, an emergency 7th year of H1-B status may be granted.
3. A foreign national in the H1-B non-immigrant status may apply for permanent residency. If the university wishes to retain the employee on a permanent basis, the university may sponsor the employee for an immigrant visa, or "green card." **Sponsorship for permanent residency does not constitute a guarantee of lifetime employment or of tenure; however, there should be no anticipated employment ending date on the part of the university or the employee. An individual employee may not initiate the request for sponsorship. A formal request must be submitted through the Office of International Services by the hiring department seeking university sponsorship for the permanent residency status of a foreign national employee. In the case of faculty, the request will be signed by the respective department chair and dean and approved by the provost. In the case of staff, the request will be signed by the department director and approved by the provost or respective vice president. The Director of International Services will determine if the foreign national employee meets the federal guidelines for sponsorship. The provost or respective vice president will determine if the position and the qualifications of the individual meet the criteria for university sponsorship. The president will make the final decision to determine if the sponsorship is in the best interest of the university.** The first step is a Labor Certification, which may be applied for via the PERM (Program Electronic Review Management) process, and the filing of a Form I-140 and ETA Form 9089.

4. A foreign national with an advanced degree and extraordinary ability, such as an outstanding, internationally recognized professor or researcher, may be eligible for an EB-1 visa. EB-1 visa application does not require employer sponsorship.
5. A foreign national with a minimum of a Master's degree or an exceptional ability may be eligible for an employer sponsored EB-2 visa. It is advisable to allow one year or more for EB-2 status approval through the standard labor certification procedure utilizing the Form I-140.

E. **Financial Support**

The university will pay the filing fee and fraud fee, as required by law. **Legal fees incurred during the labor certification application process for permanent residency status must be paid by the university. A private attorney may not be engaged to represent the university unless first approved by the university president and the Office of the Texas Attorney General.** Additionally, the university will contribute 50% of the costs incurred by a qualified foreign national employee seeking status in one of the following categories up to a maximum of \$1,000 per employee. No employee shall receive financial support in more than one category or for more than one request in any one category, while employed at Midwestern State University. **Applications for reimbursement of costs incurred seeking status in these categories should be submitted by the employee to the Human Resources Department.**

1. H1-B
2. Permanent Residency
3. EB-1
4. EB-2

3.349 Human Resources

**EMPLOYEE BACKGROUND CHECKS**

Date Adopted/Most Recent Revision: 11/02/2007

A. **General**

It is the goal of Midwestern State University to provide the safest possible environment for students, employees and visitors and to safeguard sensitive data, personal information, and personal and public property. In an effort to attain this goal, a criminal background check shall be conducted on each applicant hired to fill a position identified as security sensitive at Midwestern State University.

B. **Definitions**

1. **Applicant.** An applicant is an individual who applies for an open position at Midwestern State University. Within the scope of this policy, the term applies to all external and internal applicants who are finalists for positions designated as security sensitive. Additionally, for the purpose of this policy, the term applicant applies to current Midwestern State University employees who transfer to, are promoted to, or have a position reclassified to a security sensitive position. The term applicant applies to candidates for both benefits-eligible and non-benefits eligible positions but does not apply to persons hired through temporary employment agencies who are not considered to be employees of the university.
2. **Security Sensitive Position.** Positions determined to be security sensitive as defined and authorized by Texas Government Code 411.094 and Texas Education Code 51.215 shall be designated as security sensitive by the appropriate senior university administrator after consultation with the Director of Human Resources.
3. **Criminal Background Check.** A criminal background check consists of criminal history information collected by the university through the appropriate law enforcement agencies.
4. **Criminal History Information. Criminal history information is a record of information collected about a person by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, and other formal criminal charges and their dispositions. Texas Government Code 411.082.**

C. **Procedures**

1. Finalists selected for interview in a designated security sensitive position will be investigated prior to the issuance of a written offer, notice of employment, or contract.
2. Background checks for current employees who are promoted, transferred, or reclassified into positions designated as security sensitive will be requested by the Human Resources Department upon notification of the proposed change in employment status **unless the employee has successfully completed a criminal background check by the university within the most recent eighteen month period.**
3. The designation as a security sensitive position shall be included in the position's job description, announcements, and advertisements.
4. Prior to conducting the criminal background check, the Human Resources Department will obtain a signed, written consent and release form from the applicant.
5. The criminal background check will be requested upon receipt of the signed consent form and the results will be reported to the Human Resources Department.
6. The hiring supervisor in consultation with the Director of Human Resources shall be responsible for making a decision to hire, promote, transfer, reclassify, or retain the applicant based in part upon an evaluation of the contents of the criminal history report.

D. **Confidentiality**

Criminal history information is privileged and confidential. It may not be released or otherwise disclosed without a legitimate need to know during the hiring process, except on court order. Criminal history information is relevant only for evaluation in the hiring/employment decision; it is not placed in the applicant or personnel file; and it is destroyed by the Chief of Police of Midwestern State University as provided in Texas Government Code 411.094.

E. **Nondiscrimination**

Criminal history information shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex (gender), disability, or age. Disclosure of a criminal offense will not automatically exclude or disqualify an applicant from consideration for employment. **The relevance of the applicant's criminal history to the employment decision will be determined on a case-by-case basis in consideration of the following factors:**

1. the length of time since an offense;
2. the number of offenses;
3. the nature of the offense;
4. the applicant's subsequent employment history;
5. the applicant's efforts at rehabilitation;
6. the specific duties of the position to be filled; and,
7. the accuracy of criminal history information disclosed by the applicant.



4.XXX Administration & Finance  
RECORDS MANAGEMENT POLICY  
Proposed New Policy

**A. General**

Midwestern State University recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. It is the policy of Midwestern State University to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the university. In the interest of cost-effective and efficient recordkeeping, the university has adopted a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of State Records Management Laws and accepted records management practices.


**B. Records Management Officer**

The Records Management Officer (RMO) is the person designated by the university to administer the records management program. The RMO will ensure management of the university records in accordance with the requirements of State Records Management Laws.

**C. Records Retention Schedule**

All official records (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in the Midwestern State University Records Retention Schedule as approved by the Texas State Library and Archives Commission and the Texas State Auditor's Office in compliance with Texas Government Code, Chapter 441. Any destruction of official records of Midwestern State University will be in accordance with this certified schedule and any other laws and rules of the state.

Reference: Texas Government Codes 441 and 552

	<b>FISCAL REGULATIONS and PROCEDURES</b>	Number:		
		Date:	Page	of
		Department: Controller's Office		
Subject:	Foreign Travel			

The president must approve all foreign travel in advance. Foreign travel is defined as all countries outside the 50 states, Mexico, Canada and U.S. possessions.

When properly approved, the university may reimburse an employee for actual meals and lodging expenses when traveling to foreign countries, not to exceed the maximum travel per diem allowances for Foreign Areas which can be found at <http://www.state.gov/m/a/als/prdm>. All travel expenses must be converted to U.S. dollars and each exchange rate used for the conversion specified on the voucher. Appropriate lodging and meal receipts must be attached to the reimbursement vouchers. Expenses eligible for authorized travel reimbursement for travel in foreign countries are transportation, lodging and meal expenses.

In lieu of reimbursement of meals based on actual receipts, the university may reimburse an employee up to ~~60%~~ **100%** of the maximum travel per diem allowances for Foreign Areas which can be found at the above web site. The employee must still document lodging expenses based on actual receipts. When requesting reimbursement based on per diem rates, the employee may not also request reimbursement for actual meal expenses. If requesting reimbursement based on per diem rates in lieu of maintaining actual cash receipts, the entire trip will be based on per diem rates and the employee cannot alternate meals with actual receipts and per diem rates unless the actual meal cost is less than the per diem rate.

Employees who travel to Alaska, Hawaii, Canada, Mexico, Guam, Puerto Rico, or any U.S. possession, may also be reimbursed for actual expenses for meals and lodging in accordance with the above guidelines, if prior written approval is received from the President or President's designee. The Request for Travel Authorization must state, "*Authorization for actual expense is requested.*" Lodging and meal receipts are required and may not exceed the maximum travel per diem allowances for these areas as defined at <http://www.state.gov/m/a/als/prdm>. In lieu of actual receipts, 60% of the maximum travel per diem allowance for meals may also be used for these areas in accordance with the above guidelines.

**2008-2009**

Proposed Holiday Schedule

<b>Date</b>	<b>Holiday</b>	<b>No. of Days</b>
September 1, 2008	Labor Day	1
November 27-28, 2008	Thanksgiving	2
December 24-31, 2008	Christmas	6
January 1-2, 2009	New Year	2
January 19, 2009	Martin Luther King Day	1
March 21, 2009	Spring Break	1
May 25, 2009	Memorial Day	1
July 3, 2009	Fourth of July	<u>1</u>
	<b>TOTAL DAYS</b>	<b>15</b>

**2009-2010**

Proposed Holiday Schedule

<b>Date</b>	<b>Holiday</b>	<b>No. of Days</b>
September 7, 2009	Labor Day	1
November 26-27, 2009	Thanksgiving	2
December 24-31, 2009	Christmas	6
January 1, 2010	New Year	1
January 18, 2010	Martin Luther King Day	1
March 21, 2010	Spring Break	1
May 31, 2010	Memorial Day	1
July 5, 2010	Fourth of July	<u>1</u>
	<b>TOTAL DAYS</b>	<b>14</b>

PROPOSED ACADEMIC CALENDAR  
MIDWESTERN STATE UNIVERSITY  
2008-2009

(2nd Summer 2008 ends Aug. 5)

Fall Semester 2008

Tuesday	July 1	Priority deadline for Application for Admission
Thursday	August 7	Deadline for Application for Admission
Monday	August 18	Faculty Meetings
Mon.-Tues.	Aug. 18-19	Reenrolling Students can register By classification
Wed.-Fri.	Aug. 20-22	Orientation- new students Registration continues by alpha
Saturday	August 23	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 25-27	Change of Schedule or Late Registration
Monday	September 1	Labor Day - No classes
Monday graduation	October 6	Deadline for December graduates to file for
Monday	October 20	Deadline for May graduates to file for graduation
Tuesday	November 25	Thanksgiving Holidays begin 10:00 p.m. (Sat. classes do not meet Nov. 29)
Monday	December 1	Classes resume 8:00 a.m.
Friday	December 5	Last day of classes
Sat.-Fri.	December 6-12	Final Examinations
Saturday	December 13	Commencement

End Dec. 5 = 15 weeks

Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)

Spring Semester 2009

Saturday	November 1, 2008	Priority deadline for Application for Admission
Monday	December 15, 2008	Deadline for Application for Admission
Mon.-Tues.	January 12-13	Reenrolling Students can register By classification
Wed.-Thurs.	January 14-15	Orientation- new students Registration continues by alpha
Friday	January 16	Registration
Saturday	January 17	Classes begin 8:00 a.m.
Monday	January 19	Martin Luther King Day - No classes
Tues.-Thurs.	January 20-22	Change of Schedule or Late Registration
Monday	February 16	Deadline for May graduates not enrolled for fall semester to file for graduation
Saturday	March 14	Spring Break begins at 5:00 p.m. March 16 – 21 – No classes
Monday	March 23	Classes resume
Wednesday	April 8	Easter Break begins at 10:00 p.m. April 9 – 11 – No classes
Monday	April 13	Classes resume
Friday	May 8	Last day of classes
Sat.-Fri.	May 9-15	Final Examinations
Saturday	May 16	Commencement

End May 8 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Spring Break or before Easter.)

Summer Semester 2009

**First Term:**

Friday	May 1	Priority deadline for Application for Admission
Friday	May 15	Deadline for Application for Admission
Monday	May 25	Memorial Day – University closed
Mon.-Wed.	June 1-3	Reenrolling Students can register by classification
Thursday	June 4	Orientation- new students Registration continues by alpha
Friday	June 5	Registration
Monday	June 8	Classes begin (20 days with 2 hr classes)
Friday	July 3	Final Examinations

**Second Term:**

Monday	June 1	Priority deadline for Application for Admission
Monday	June 15	Deadline for Application for Admission
Monday	July 6	Orientation & Registration
Monday	July 6	Last day to file for August graduation
Tuesday	July 7	Classes begin (20 days with 2 hr classes)
Monday	August 3	Final Examinations

Summer I & II Class Meetings: 20 (includes Finals) + Registration

PROPOSED ACADEMIC CALENDAR  
MIDWESTERN STATE UNIVERSITY  
2009-2010

(2nd Summer 2009 ends Aug. 3)

Fall Semester 2009

Wednesday	July 1	Priority deadline for Application for Admission
Friday	August 7	Deadline for Application for Admission
Monday	August 17	Faculty Meetings
Mon.-Tues.	Aug. 17-18	Reenrolling Students can register By classification
Wed.-Fri.	Aug. 19-21	Orientation- new students Registration continues by alpha
Saturday	August 22	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 24-26	Change of Schedule or Late Registration
Monday	September 7	Labor Day - No classes
Monday	October 5	Deadline for December graduates to file for graduation
Monday	October 12	Deadline for May graduates to file for graduation
Tuesday	November 24	Thanksgiving Holidays begin 10:00 p.m. (Sat. classes do not meet Nov. 28)
Monday	November 30	Classes resume 8:00 a.m.
Friday	December 4	Last day of classes
Sat.-Fri.	December 5-11	Final Examinations
Saturday	December 12	Commencement

End Dec. 4 = 15 weeks

Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)

Spring Semester 2010

Sunday	November 1	Priority deadline for Application for Admission
Tuesday	December 15	Deadline for Application for Admission
Mon.-Tues.	January 11-12	Reenrolling Students can register By classification
Wed.-Thurs.	January 13-14	Orientation- new students Registration continues by alpha
Friday	January 15	Registration
Saturday	January 16	Classes begin 8:00 a.m.
Monday	January 18	Martin Luther King Day - No classes
Tues.-Thurs.	January 19-21	Change of Schedule or Late Registration
Monday	February 15	Deadline for May graduates not enrolled for fall semester to file for graduation
Saturday	March 13	Spring Break begins at 5:00 p.m. March 15-20 - No classes
Monday	March 22	Classes resume
Wednesday	March 31	Easter Break begins at 10:00 p.m. April 1-3 - No classes
Monday	April 5	Classes resume
Friday	May 7	Last day of classes
Sat.-Fri.	May 8-14	Final Examinations
Saturday	May 15	Commencement

End May 7 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Spring Break or before Easter.)

Summer Semester 2010

**First Term:**

Saturday	May 1	Priority deadline for Application for Admission
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Saturday weekend.)	May 15	Deadline for Application for Admission (Deadline extended to Monday if falls on a
Monday	May 31	Memorial Day – University Closed
Tues.-Wed.	June 1-2	Reenrolling Students can register by classification
Thursday	June 3	Orientation- new students Registration continues by alpha
Friday	June 4	Registration
Monday	June 7	Classes begin (20 days with 2 hr classes)
Friday	July 2	Final Examinations
<b><u>Second Term:</u></b>		
Tuesday	June 1	Priority deadline for Application for Admission
Tuesday	June 15	Deadline for Application for Admission
Monday	July 5	Orientation & Registration
Monday	July 5	Last day to file for August graduation
Tuesday	July 6	Classes begin (20 days with 2 hr classes)
Monday	August 2	Final Examinations

Summer I & II Class Meetings: 20 (includes Finals) + Registration