

OAKLAND UNIVERSITY
CHAIRS' and PROGRAM DIRECTORS' MANUAL
IMPORTANT INFORMATION AT A GLANCE - 2016



Prepared by Leanne DeVreugd (WISE@OU Assistant)
Coordinated with support from
The Center for Excellence in Teaching and Learning

OAKLAND
UNIVERSITY



Office of the Senior Vice President for Academic Affairs and Provost

January 12, 2016

Dear Chairs and Program Directors

As Provost I am keenly aware of the enormous contribution that chairs and program directors make to the academic success of Oakland University. I appreciate the challenging and demanding role you play in all your interactions with faculty, staff, students and administrators. Your leadership, skills and expertise are highly valued. We hope this chairs' manual, along with other supports that we hope to provide, will help you as you navigate this complex role.

On behalf of Academic Affairs and the entire Oakland University community, we thank you for your service.

All the best,

A handwritten signature in black ink, appearing to read "Jim Lentini".

Dr. James Lentini
Senior Vice President for Academic Affairs and Provost

January 2016

On behalf of the Provost's Office and Academic Affairs, we hope you find this Chair's Manual which is a "living document" a helpful resource. We have compiled the first section of resources and will be adding and revising over the coming year and will continue to update it. This first section includes links to important policies, contacts and dates. Our next section will focus on suggestions and "tips" from different units/programs that should be useful for chairs.

Our appreciation is extended to Leanne DeVreugd (WISE@OU Assistant) who has devoted significant time to organizing and creating this manual. Ultimately we want this resource to be guided by those who will be using it, so we are grateful to our team of chairs/program directors and others who have and will be recommending, reviewing and providing feedback in this ongoing process. We thank Lisa Hawley, Brian Sangeorzan, David Dulio, Mark Rigstad, Kristine Thompson, Laila Guessous and Andrea Eis.

Finally, we thank Provost Jim Lentini, Senior Associate Provost Susan Awbrey, Associate Provost Michelle Piskulich and WISE@OU P.I. Kathleen Moore for ensuring that this initiative ultimately became a reality.

We value the vitally important and challenging role that chairs/program directors are faced with each day and commend you for your professionalism, patience and expertise. We want to support you throughout your journey through this manual and our other resources and services.

Respectfully,

Judy Ableser, PhD-Director
Center for Excellence in Teaching and Learning
Oakland University
ableser@oakland.edu
oakland.edu/cetl/chairs-corner/

Oakland University Department Chairs/Program Directors Manual

Table of Contents

This manual is a work in progress. See the Table of Contents below for all topics that we plan to include in the manual. **Active sections with current information are hyperlinked and highlighted with blue text.** Those listed in *italics* will be added in future versions of the manual.

We'd like to hear from you! More information will be added and revised over the coming year. **If you have recommendations for additional sections or information that should be added, please send us your thoughts using this [comment form](#).**

<u>Sections to be Added</u>	<u>Current Sections</u>
<i>The Roles and Responsibilities of the Department Chair/ Program Director</i>	Who to Contact When...
<i>Top Things to Know</i>	OU Resource Guide
<i>General Information</i>	
<i>Department Culture and Diversity</i>	
<i>Budgeting</i>	
<i>Information Technology</i>	Important Dates
<i>Faculty</i>	Master List of Important Dates
<i>Human Resources</i>	Faculty Feedback
<i>Academic Human Resources</i>	Senate Meeting Dates
<i>University Human Resources</i>	Registrar – Important Academic Dates
<i>Faculty Searches</i>	<i>Scheduling Dates (TBD)</i>
<i>New Faculty Member</i>	Important Dates and Deadlines for Faculty
<i>Replacing a Faculty Member</i>	Award and Grant Deadline Dates
<i>Reappointment/Promotion/Tenure Processes</i>	Important Policies and Procedures
<i>Department Procedures</i>	
<i>Meeting with Faculty</i>	Things to Know About OU Policies
<i>E-dossier/Portfolio Information</i>	Some, Not All, Important Policies
<i>Center for Excellence in Teaching and Learning</i>	Academic Policies and Procedures
<i>E-Learning (e-Lis)</i>	Travel Policies
<i>Office of Research Administration</i>	
<i>Students</i>	
<i>Academic Conduct (Behavior Concerns)</i>	
<i>Financial Aid</i>	
<i>Registrar</i>	
<i>Tutoring Center</i>	
<i>Writing Center</i>	
<i>Disability Support Services</i>	
<i>Academics</i>	
<i>Curriculum</i>	
<i>General Education</i>	
<i>Undergraduate Education</i>	
<i>Graduate Study and Lifelong Learning</i>	
<i>University Assessment Committee</i>	
<i>Staff</i>	

Who to Contact When...

Additional contacts and topics can be found in the OU Resource Guide of this Chair's Manual.

IN CASE OF EMERGENCY - Oakland University Police Department (OUPD)

- 911 from any campus landline
- (248) 370-3331 from cell phone
- Text "OUPD + Message" to 67283
- Review the [Emergencies](#) page on the OUPD website for more information.



The red Emergency Management Guide should be in each classroom. Contact OUPD if this resource is not accessible in one of your department classrooms.

Report and Support (Behavior Concerns)

- [Behavioral Concerns Form](#)
- Contact the [Office of the Dean of Students](#) at (248) 370-3352.
- Additional resources:
 - [OU Counseling Center](#) (248) 370-3465
 - [Disability Support Services \(DSS\)](#) (248) 370-3266
 - [Graham Health Center](#) (248) 370-2341
- All incidents of sexual assault, dating/relationship violence, stalking and domestic violence involving a student should be directed to the [Office of the Dean of Students](#).

Work-Related Accident or Injury (Reporting Illnesses and Injuries)

- Find information on the [Office of Environmental Health and Safety](#) website.
- In the event that an employee is injured:
 1. **Ensure that the employee receives appropriate and prompt medical care and treatment.**
 - If an employee is seriously injured, contact the Oakland University Police Department at ext. 3331 or (248) 370-3331.
 2. **Supervisors should complete and sign an [Authorization to Seek Medical Treatment Form](#) and send it with an employee seeking medical treatment.**
 - Employees can be seen at [Graham Health Center](#) M-F from 8 a.m. to 5 p.m., contact Graham Health Center at ext. 2341 or (248) 370-2341.
 - Outside of normal business hours, employees can be seen at [Crittenton Hospital's Occupational Medicine Department](#), contact Crittenton Occupational Medicine at (248) 652-5000.
 - After hours services are available through the Crittenton Emergency Room.
 - Employees working in the Macomb County off campus should be seen at the nearest emergency room or urgent care center.
 3. **Immediately report unsafe situations or conditions to Environmental Health and Safety at ext. 4196 or (248) 370-4196 or Work Control Center at ext. 2381 or (248) 370-2381.**
 4. **Supervisors must complete an [Occupational Accident Report](#) within 24 hours of the reported injury.**
 - Completed forms should be forwarded to [University Human Resources](#) c/o Benefits and Compensation Services, 401 Wilson Hall.

Click for topics:	Administration	Faculty Information	Student Information	General Information	Technical Assistance
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Administration (Dean's Offices / Directories)

College of Arts and Sciences	(248) 370-2140
School of Business Administration	(248) 370-2957
School of Education and Human Resources	(248) 370-3050
School of Engineering and Computer Science	(248) 370-2217
School of Health Sciences	(248) 370-3562
School of Nursing	(248) 370-4253

Faculty Information

Click for topics:	Faculty Contract	Leave Options	Benefits	Support for Faculty	Hiring
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Faculty Contract

- [American Association of University Professors](#) (AAUP) (248) 370-2005

Leave Options

Questions about leave options

- [Academic Human Resources](#) (AHR) (248) 370-2922

Faculty member/staff is pregnant

- [Academic Human Resources](#) (AHR) (248) 370-2922

Faculty member/staff is adopting a child

- [Academic Human Resources](#) (AHR) (248) 370-2922

Faculty member/staff is sick (for extended period of time)

- [Academic Human Resources](#) (AHR) (248) 370-2922

See also: [Resources for Work-Life Satisfaction Brochure](#) (from AHR and WISE@OU)

Benefits

- [University Human Resources](#) (UHR) (248) 370-4207

Support for Faculty

Teaching support and resources for faculty, graduate students

- [Center for Excellence in Teaching and Learning](#) (CETL) (248) 370-2466

Research support for students and faculty (grants and contract administration, funding information)

- [Office of Research Administration](#) (ORA) (248) 370-2762

Campus accessibility, academic support, study aids

- [Disability Support Services](#) (DSS) (248) 370-3266

See more information on next page.

Hiring

Contact your Dean's office if you are interested in hiring a full-time or part-time faculty member. Typically the process will go through AHR.

- [Academic Human Resources](#) (AHR) (248) 370-2922

Contact your Dean's office if you are interested in hiring an international faculty member. Additional information about international scholars can be found at:

- [International Students and Scholars](#) (ISSO) (248) 370-3358

Student Information

Click for topics:	Report and Support	Advising	Disability Support Services	International Students
	Tutoring Support	Writing Center	Research Support	Hiring

Report and Support

- [Behavioral Concerns Form](#)
- Contact the [Office of the Dean of Students](#) at (248) 370-3352.
- Additional resources:
 - [OU Counseling Center](#) (248) 370-3465
 - [Disability Support Services \(DSS\)](#) (248) 370-3266
 - [Graham Health Center](#) (248) 370-2341

Admissions

Undergraduate Admissions

- [Undergraduate Admissions](#) (248) 370-3360

Graduate Admissions

- [Graduate Admissions](#) (248) 370-2700

Registrar

- [Office of the Registrar](#) (248) 370-3450

Support for Students

Advising

- [Academic Advising](#) (Main Website)
- [First Year Advising Center](#) (FYAC) (248) 370-3227
- [Second Year Experience](#) (SYE)
- [College of Arts and Sciences Advising](#) (248) 370-4567
- [School of Business Administration Advising](#) (248) 370-3285
- [School of Education and Human Services](#) (248) 370-4182
- [School of Engineering and Computer Science Advising](#) (248) 370-2201
- [School of Health Sciences](#) (248) 370-2369
- [School of Nursing](#) (248) 370-4253

Campus accessibility, academic support, study aids

- [Disability Support Services](#) (DSS) (248) 370-3266

Financial aid

- [Student Financial Services](#) (248) 370-2550

See more information on next page.

International Students

- [International Students and Scholars](#) (ISSO) (248) 370-3358
- Find the [International Student Handbook](#) on the [Newly Admitted Students](#) page.

Tutoring support for students

- [Tutoring Center](#) (in North Foundation Hall) (248) 370-4215
- [Supplemental Instruction](#) (from the Tutoring Center)
- [SBA Peer-to-Peer Academic Assistance](#)
- [SECS CORE Tutoring and Resource Center](#) (248) 370-4416

Writing support for students

- [Writing Center](#) (in Kresge Library) (248) 370-3120

Research support for students and faculty (grants and contract administration, funding information)

- [Office of Research Administration](#) (ORA) (248) 370-2762

Hiring

Hiring Students

- [Student Financial Services](#) (Financial Aid Office) (248) 370-2550 (General)
(248) 370-3371 (Direct ext.)
- [Student Employment](#) (Policy 1170)
 - Detailed student employment statements and specific hiring procedures are available in printed form from the Financial Aid Office.
 - Requests for student labor must be submitted to the Financial Aid Office.
 - See policy and hiring procedures for details about employing a student.

International Students

- [International Students and Scholars](#) (ISSO) (248) 370-3358

General Information

Click for topics:	Facility Issue	Data about Campus	Recreation and Health Services	Risk Management	Technical Assistance
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Facility issue (for example, leak or lightbulb issue)

- [Facilities Management](#) (248) 370-2381
- Report a problem with Work Control – submit request at: <http://tma.oakland.edu/>

Data about campus (enrollment, degree, retention, faculty data, reports, request data)

- [Office of Institutional Research and Assessment](#) (OIRA) (248) 370-2387

Recreation and health services

- [Graham Health Center](#) (248) 370-2341
- [OU Counseling Center](#) (248) 370-3465
- [Campus Recreation](#) (Rec Center) (248) 370-4REC (4732)

Risk management

- [Risk Management](#) (248) 370-4929

Purchasing

- [Purchasing Department](#) (248) 370-3172
- A list of who to contact for specific requests is on the [Purchasing](#) homepage.

See more information on next page.

Technical Assistance

Technical assistance (software, Moodle, ADMNET)

- [University Technology Services](#) (UTS)
 - E-mail uts@oakland.edu
- [e-Learning and Instructional Support](#) (e-Lis) (248) 370-4566

Technical assistance (computer, phone, other technology)

- [Help Desk](#) (248) 370-HELP (4537)
 - E-mail helpdesk@oakland.edu

Technical assistance (classroom)

- [Classroom Support and Instructional Technical Services](#) (CSITS) (248) 370-2461
 - E-mail csits@oakland.edu

Oakland University Resource Guide

This guide includes contact information for the various services provided by university departments and offices.

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
AAUP	American Association of University Professors (AAUP)	oaklandaaup.org	201 PRY	370-2005	E-mail Scott Barns: barns@oakland.edu
Academic Calendar	Office of the Registrar	oakland.edu/registrar/important-dates	100 ODH	370-3450	regservices@oakland.edu
Academic Conduct	Office of the Dean of Students	oakland.edu/studentcodeofconduct	114 OC	370-3352	
Academic Records	Office of the Registrar	oakland.edu/registrar	100 ODH	370-3450	regservices@oakland.edu
ACT, GMAT, GRE, LSAT, MCAT, SAT Preparation	Undergraduate Admissions / Professional & Continuing Education	oakland.edu/pace/test-preparation/act	101 NFH	370-3360	
Admissions (Graduate)	Graduate Study & Lifelong Learning	oakland.edu/gradstudy	520 ODH	370-2700	gradstudy@oakland.edu
Admissions (Undergraduate)	Undergraduate Admissions	oakland.edu/futurestudents	101 NFH	370-3360	
Advising	First Year Advising Center	oakland.edu/fyac	121 NFH	370-3227	FYAC@oakland.edu
Alumni Association	Alumni Relations	oualumni.com	201 JDH	364-6130	
Anton/ Frankel Center (AFC)	OU-Macomb	oakland.edu/macomb	20 South Main Street, Mount Clemens, MI	370-3910	oumacomb@oakland.edu
Arts & Sciences	College of Arts & Sciences	oakland.edu/cas	217 VAR	370-2140	E-mail CAS Dean Kevin Corcoran: corcoran@oakland.edu
Basketball Tickets	Athletics	goldengrizzlies.com	ATH	370-4000	
Benefits & Compensation	University Human Resources	oakland.edu/uhr/benefits/general-information	401 WH	370-4207	benefits@oakland.edu
Billing Questions (Student)	Student Financial Services	oakland.edu/financialservices	120 NFH	370-2550	financeservices@oakland.edu

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Board of Trustees	Board of Trustees/General Counsel	oakland.edu/bot	203 WH	370-3112	
Book Store	Oakland University Book Store	oakland.bncollege.com	28 OC	370-2404	
Budget	Budget & Financial Planning	oakland.edu/budget	516 WH	370-2370	budget@oakland.edu
Business Administration	School of Business Administration	oakland.edu/business	427 EH	370-2957	E-mail SBA Dean Michael Mazzeo: mazzeo@oakland.edu
Calendar (Campus Events)	Communications & Marketing	oakland.edu/calendar	100 ANI	370-3184	
Campus Cleaning	Facilities Management	oakland.edu/facilities	FM	370-2168	
Campus Map	Communications & Marketing / Facilities Management	oakland.edu/map	100 ANI / PSS	370-3000	
Career Services	Office of Career Services	oakland.edu/careerservices	154 NFH	370-3250	careers@oakland.edu
Catalog (Undergraduate)	Undergraduate Education	catalog.oakland.edu	520 ODH	370-2700	
Catalog (Graduate)	Office of Graduate Study & Lifelong Learning	oakland.edu/gradcatalog	520 ODH	370-2700	
Childcare	Lowry Center for Early Childhood Education	oakland.edu/lowry	102 PH	370-4100	
Classrooms (Reservations)	Office of the Registrar	GENP Room Request Form https://docs.google.com/a/oakland.edu/forms/d/1LOZ7Lk7aEkzxXrRvKm9GLCGINCCVLR13lxXbv0d6fA/viewform?c=0&w=1	100 ODH	370-3454	gpoomrequest@oakland.edu
Classroom Support	Classroom Support & Instructional Technical Services	oakland.edu/csits	116 VH	370-2461	csits@oakland.edu

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Center for Excellence in Teaching and Learning (CETL)	Center for Excellence in Teaching and Learning	oakland.edu/cetl	200A EH	370-2466	cetl@oakland.edu
Continuing Education	Professional & Continuing Education	oakland.edu/pace	440G PH	370-3177	oupace@oakland.edu
Counseling Center (OUCC)	Graham Health Center	oakland.edu/oucc	GHC	370-3465	
Closings (University)	(refer to OU Policies & Procedures)	Refer to main OU web page for university closings (www.oakland.edu) Policy - oakland.edu/policies/generalgovernance/482		370-2000	
Commencement Information	Office of the VP/Academic Affairs & Provost	oakland.edu/commencement	205 WH	370-2190	
Credit Unions	OU Credit Union – Oakland Center		102 OC		
	OU Credit Union – Auburn Hills	oucreditunion.org	3265 Five Points Dr. Auburn Hills, MI	364-4708	
Dean's List	Office of the Registrar	oakland.edu/deanslist	106 ODH	370-3470	
Disability Services	Office of Disability Support Services	oakland.edu/dss	103A NFH	370-3266 or TTY: 370-3268	dss@oakland.edu
Diversity and Inclusion	Inclusion & Intercultural Initiatives	oakland.edu/inclusion For more on diversity initiatives, see also: oakland.edu/diversity	203 WH	370-3496	E-mail Joi Cunningham: cunning3@oakland.edu
Donations/Gifts to OU	Development, Alumni & Community Relations	isupportou.com	JDH	370-4505	giving@oakland.edu
Education & Human Services	School of Education & Human Services	oakland.edu/sehs	415 PH	370-3050	E-mail SEHS Dean Jon Margerum-Leys: jmargerumleys@oakland.edu

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Emergencies	OU Police Department	oupolice.com	PSS	370-3331 or 911	info@oupolice.com
Employment (Faculty)	Academic Human Resources	oakland.edu/ahr	417 WH	370-2922	ahr@oakland.edu
Employment (Staff)	University Human Resources	oakland.edu/uhr	401 WH	370-3480	
Engineering & Computer Science	School of Engineering & Computer Science	oakland.edu/secs	446 EC	370-2177	E-mail SECS Dean Louay Chamra: chamra@oakland.edu
Equal Opportunity (EEO)	Inclusion & Intercultural Initiatives	oakland.edu/inclusion	203 WH	370-3496	E-mail Joi Cunningham: cunning3@oakland.edu
Eye Research Institute	Eye Research Institute	oakland.edu/eri	415 DH	370-2395	E-mail Frank Giblin: giblin@oakland.edu
Faculty Personnel	Academic Human Resources	oakland.edu/ahr	417 WH	370-2922	ahr@oakland.edu
Financial Aid	Financial Aid	oakland.edu/financialservices	120 NFH	370-2550	financeservices@oakland.edu
Food Service	Chartwells	dineoncampus.com/oakland	107 OC	370-3400	catering@oakland.edu
Freedom of Information Act	Office of Legal Affairs and General Counsel	oakland.edu/legal/links-resources/FOIA	203 WH	370-3112	
Golf	Golf & Learning Center	oakland.edu/golf	GLC	364-6300	
Government Relations	Office of Government and Community Relations	oakland.edu/govrel	123 WH	370-3658	
Graduation Information	Registrar - Academic Records (Undergraduate)	oakland.edu/registrar/graduate	100 ODH	370-3450	
	Graduate Study & Lifelong Learning (Graduate)	oakland.edu/gradstudy/current-students/graduation	520 ODH	370-2700	
Health Center	Graham Health Center	oakland.edu/ghc	GHC	370-2341	health@oakland.edu (If your question is time sensitive, please call the office.)
Health Sciences	School of Health Sciences	oakland.edu/shs	3110 HHB	370-3562	E-mail SHS Interim Dean Richard Rozek: rozek@oakland.edu

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Honors College	Honors College	oakland.edu/hc	210 OVH	370-4450	hc@oakland.edu
Help Desk	Help Desk	oakland.edu/helpdesk	202 KL	370-4357	helpdesk@oakland.edu
Housing	University Housing	oakland.edu/housing	448 HAM	370-3570	housing@oakland.edu
ID Cards (GrizzCard)	ID Card Office	oakland.edu/grizzcard	112 OC	370-2291	
International Students and Scholars	International Students & Scholars	oakland.edu/isso	157 NFH	370-3358	isso@oakland.edu
Keys (Office)	Facilities Management – TMA iService Desk	oakland.edu/facilities	FM	370-2280	
Law School	WMU Cooley Law School - Thomas M. Cooley Law School (Auburn Hills Campus)	cooley.edu/auburnhills	2630 Featherstone, Auburn Hills, MI 48326	751-7800	
Legal Office	Office of Legal Affairs and General Counsel	oakland.edu/legal	203 WH	370-3112	
Library	Kresge Library	library.oakland.edu	KL	370 2471	Reference Desk: ref@oakland.edu
Logo Usage	Communications & Marketing	oakland.edu/ucm/logos-marks-and-fonts/logo-and-colors	100 ANI	370-3184	
Macomb INCubator	Macomb – Oakland University INCubator	oakland.edu/macombouinc	6633 18 Mile Rd, Sterling Hgts, MI 48314	586-884-9320	macINC@oakland.edu
Macomb University Center	Outreach	oakland.edu/macomb	44575 Garfield Road, Clinton Twp, MI 48038	586-263-6242	oumacomb@oakland.edu
Mail Services	Mail Services	oakland.edu/universityservices/mail-services/mailreq	12 PSS	370-2281	mailroom@oakland.edu
Maintenance (Bldg.)	Facilities Management	oakland.edu/facilities	FM	370-2381	
Meadow Brook Hall	Meadow Brook Hall	meadowbrookhall.org	MBH	364-6200	

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Meadow Brook Theatre	Meadow Brook Theatre	mbtheatre.com	207 WH	377-3300	info@mbtheatre.com
Media Relations	Communications & Marketing	oakland.edu/ucm/services/media-relations	100 ANI	370-3184	
Medicine (School of)	OUWB School of Medicine	oakland.edu/medicine	216 ODH	370-2767	E-mail OUWB Dean Robert Folberg: rfolberg@oakland.edu
Notary Services	(located in General Counsel, MSUFCU-OU Credit Union, Registrar)				
Nursing (School of)	School of Nursing	oakland.edu/nursing	Suite 3027 HHB	370-4253	E-mail Interim SON Dean Gary Moore: moore@oakland.edu
Online Instruction and Support	e-Learning and Instructional Support	oakland.edu/elis	430 KL	370-4566	
OU INCubator	OU INCubator	oakland.edu/ouinc	1 Golf View Lane	648-4800	ouinc@oakland.edu
Parking	OU Police Department	oupolice.com/divisions/parking	10 PSS	370-3000	info@oupolice.com
Photography	Communications & Marketing	oakland.edu/ucm/services/photography	100 ANI	370-3184	
Police Department	OU Police Department	oupolice.com	10 PSS	370-3000	info@oupolice.com
Policies and Procedures	Finance and Administration	oakland.edu/policies	202 WH	370-2445	
Print Services	University Services	oakland.edu/universityservices/printing-services	16 PSS	370-2282	printit@oakland.edu
Privacy Policy (FERPA)	Division of Student Affairs & Enrollment Mgt	oakland.edu/studentaffairs/faculty-resources/ferpa	144 OC	370-3352	
Purchasing	Purchasing	oakland.edu/purchasing	13 PSS	370-3172	
Recreation Center	Campus Recreation Center	oakland.edu/campusrec	REC	370-4732	rec@oakland.edu
Registrar	Office of the Registrar	oakland.edu/registrar	100 ODH	370-3450	regservices@oakland.edu

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Research & Grants	Office of Research Administration	oakland.edu/research	529 WH	370-2762	research@oakland.edu
Room Reservations	Oakland Center	oakland.edu/oc	118 OC	370-3230	
Sign/Marquee (@ Walton & Adams)	Communications & Marketing	oakland.edu/ucm/services/electronic-marquee	100 ANI	370-3184	
Signs-Exterior (Campus Events)	Facilities Management	oakland.edu/facilities	FM	370-2381	
Sports Camps	Athletics	goldengrizzlies.com	REC	370-3190	
Student Affairs	Division of Student Affairs & Enrollment Mgt	oakland.edu/studentaffairs	144 OC	370-4200	
Student Organizations	Center for Student Activities & Leadership Development	oakland.edu/csa	49 OC	370-2400	
Summer Courses and Programs	Academic Affairs & Provost	oakland.edu/summer	205 WH	370-2190	
Technology Services	University Technology Services	oakland.edu/uts	220 DH		Preferred contact: uts@oakland.edu
Temperature (Office Too Hot/Too Cold)	Facilities Management	oakland.edu/facilities	FM	370-2381	
Transcripts	Registrar - Academic Records	oakland.edu/registrar/records/transcripts	100 ODH	370-3450	
Transfer Credits	Registrar - Academic Records (Undergraduate)	oakland.edu/registrar/transfers	100 ODH	370-3450	
	Graduate Study & Lifelong Learning (Graduate)	oakland.edu/gradstudy	520 ODH	370-4156	
Tuition Rates	Student Business Services	oakland.edu/financialservices/costs	120 NFH	370-2550	financeservices@oakland.edu
Tutoring	Tutoring (formerly the Academic Skills Center)	oakland.edu/tutoring	103 NFH	370-4215	tutoring@oakland.edu
Undergraduate Education	Office of Senior Associate Provost	oakland.edu/uge	160 NFH	370-4955	

For Information Regarding	Department	Web Address	Campus Address	Area Code 248	E-mail
Vending Machines (Problems/Refunds)	Dean of Students	oakland.edu/studentaffairs	144 OC	370-4200	
WISE@OU (Women in Science and Engineering at Oakland University)	College of Arts and Sciences	oakland.edu/advance	256 HH	370-4516	E-mail Leanne DeVreugd: ldevreug@oakland.edu

Building Codes

ANI = Anibal House
 AVN = Ann V. Nicholson Student Apts
 AD = Athletic Dome
 ATH = Athletics Center (Aquatics Center and O'Rena)
 CAS = College of Arts & Sciences Annex
 DH = Dodge Hall
 EH = Elliott Hall
 ET = Elliott Tower
 EC = Engineering Center

FM = Facilities Management
 GLC = Golf & Learning Center
 GHC = Graham Health Center
 HAM = Hamlin Hall
 HH = Hannah Hall
 HIL = Hill House
 HHB = Human Health Building
 JDH = John Dodge House
 KL = Kresge Library
 MSC = Mathematics & Science Center
 MBH = Meadow Brook Hall
 NFH = North Foundation Hall

OVH = Oak View Hall
 OC = Oakland Center
 ODH = O'Dowd Hall
 PH = Pawley Hall (Lowry Center)
 PSS = Police Support & Services Bldg.
 PRY = Pryale House
 RAO = Recreation & Athletic Outdoor Complex
 REC = Recreation Center
 SFH = South Foundation Hall
 GUS = Storage Facility
 VWH = Van Wagoner House

VBH = Vandenberg Hall
 VAR = Varner Hall
 WH = Wilson Hall

Important Dates

Active calendar sections with current information are hyperlinked and highlighted with blue text. The Master List calendar includes all dates from each of the sections. Refer to individual sections to see dates related to that topic only. More dates and topics will be added. Please note that information is subject to change.

Check with your Dean's Office regularly for relevant dates and information, and refer to department websites.

Click for topics:	Master List (all dates included)	Registrar – Important Academic Dates	Faculty Feedback	OU Senate Meeting Dates	Scheduling Dates (section TBD)	Important Dates and Deadlines for Faculty	Award Deadline Dates
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Master List of Important Dates

Winter 2016	Summer 2016	Fall 2016	Winter 2017	Summer 2017	Fall 2017
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WINTER SEMESTER 2016 (January – May)	
Refer to department or office websites for the most up-to-date information.	
January	<ul style="list-style-type: none"> Professional Development and Research Leave applications deadline is typically in January Deadline for sabbatical applications for Fall or Fall-Winter of the following year is the first University business day in January
Tuesday, January 5	Classes begin at 7:30 a.m.
Monday, January 4 – Friday, February 19	Faculty Feedback period (weeks 2-5 of semester)
Tuesday, January 5 – Monday, January 11	First week of late registration – SAIL (Web) registration/add class(es) continues
Tuesday, January 12 – Tuesday, January 19	<ul style="list-style-type: none"> Second week of late registration - instructor permission is required to register/add class(es) in MySAIL Registration waitlisting (varies by class) ends
Friday, January 15	FRPC makes recommendations to Oakland regarding promotion to full professor
Monday, January 18	Martin Luther King Jr. Day – Classes suspended
Tuesday, January 19	<ul style="list-style-type: none"> Last day 100% tuition refund – full semester courses Last day last registration – full semester courses Last day to add a class Last day to declare audit Last day “no-grade” drop
Wednesday, January 20	<ul style="list-style-type: none"> First day 0% tuition refund – full semester courses First day grade of “W” assigned for drops – full semester courses
Thursday, January 21	OU Senate meeting
Monday, January 25	URC Faculty Research Award ; URC New Investigator Research Excellence Award ; URC Research Excellence Award deadline
Tuesday, January 26	Official count date
Friday, January 29	Last day to file application for degree/certificates for winter 2016
February – March	Develop potential faculty position requests in departments in preparation for call for submissions

Monday, February 1	<ul style="list-style-type: none"> Faculty are required to declare their intention to travel on this date The academic unit forwards its recommendation to the appropriate CAP regarding re-employment with tenure The department or academic unit forwards its recommendation on sabbatical applications to the Dean by February 1
Monday, February 8	Chrysler Undergraduate Student Research Award ; Provost's Undergraduate/Graduate Student Research Award deadline
Tuesday, February 9	Last day official withdrawal – 1 st half classes
Monday, February 15	URC Student Research Award ; URC Student Travel Award ; Books, Reprints, and Page Charge Reimbursements deadline Joint Committee on Faculty Professional Development and Research Leaves forwards recommendations regarding leaves to Oakland and to each applicant
Wednesday, February 17	Last day to complete competency exams
Thursday, February 18	OU Senate meeting
Friday, February 19	Mid-term evaluation submission deadline
Saturday, February 20	Winter recess begins at 10 p.m.
Monday, February 29	Classes resume at 7:30 a.m.
Monday, March 14	Graduate Research Assistantship Tuition (GReAT) Award deadline
Tuesday, March 15	<ul style="list-style-type: none"> Last day official withdrawal – full semester classes Last day to defend thesis/dissertation for winter 2016 graduates Oakland notifies each applicant of its decisions regarding Professional Development and Research Leaves CAP forwards its recommendation regarding re-employment with tenure to FRPC
Thursday, March 17	OU Senate meeting
Monday, March 21	Summer 2016, fall 2016, winter 2017 SAIL registration begins
Tuesday, March 22	Last day to obtain thesis/dissertation format approval from Graduate Study for winter 2016 graduates
Tuesday, March 29	Last day to submit thesis/dissertation to Graduate Study (520 ODH) for binding in fulfillment of degree requirements for winter 2016 graduates
Thursday, March 31	President's Colloquium ; CETL Excellence in Teaching and Learning Grant deadline
Friday, April 1	Last day official withdrawal – 2 nd half classes
Monday, April 11 – Monday, April 18	UNIVERSITY SENATE LEGISLATION PROHIBITS QUIZZES, TESTS, OR EXAMINATIONS THE WEEK PRIOR TO WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE OR TO THE OFFICE OF GRADUATE STUDY.
Friday, April 15	Oakland notifies faculty of decision on sabbatical applications and promotion to full professor
Monday, April 18	Winter classes end at 10 p.m.
Tuesday, April 19	Study day
Wednesday, April 20 – Tuesday, April 26	Final exams (end at 10 p.m., April 26)
Thursday, April 21	OU Senate meeting
Tuesday, April 26	Last day to resolve "I" grades from winter 2015
Thursday, April 28	Grades submission deadline at 5 p.m.
Friday, April 29	Grades due and roll at 8 a.m.
Friday, April 29 – Saturday, April 30	Commencement
Sunday, May 1	<ul style="list-style-type: none"> FRPC makes recommendations to Oakland regarding re-employment with tenure Deadline for sabbatical applications for Winter of the following year
Thursday, May 5	OU Senate meeting

SUMMER SEMESTERS 2016 (May – August)	
Refer to department or office websites for the most up to date information.	
Monday, May 9	Classes begin at 7:30 a.m. S01 session (8 weeks) / Classes begin at 7:30 a.m. S03 session (16 weeks)
Monday, May 16	Last day to declare audit S01 session (8 weeks)
Friday, May 20	Last day to declare audit S03 session (16 weeks)
Monday, May 30	Memorial Day – Classes suspended
Tuesday, May 31	Classes resume at 7:30 a.m. (Full and Summer I sessions)
Wednesday, June 1	The department or unit forwards its recommendation on Winter sabbatical applications to the Dean
Monday, June 20	Last day to complete competency exams S01 session (8 weeks)
Saturday, June 25	Classes end at 10 p.m. – S01 session (8 weeks) Summer recess begins at 10 p.m. – S03 session (16 weeks)
Monday, June 27 – Wednesday, June 29	Final exams – S01 session (8 weeks)
Friday, July 1	Grades submission deadline at 5 p.m. – S01 session (8 weeks)
Monday, July 4	Independence Day – Classes suspended
Tuesday, July 5	Classes resume at 7:30 a.m. – S03 session (16 weeks) / Classes begin at 7:30 a.m. – S02 session (8 weeks)
Tuesday, July 12	Last day to declare audit S02 session (8 weeks)
TBD	Last day to defend thesis/dissertation for Summer – August 2016 graduates
TBD	Last day to obtain thesis/dissertation format approval from Graduate Study for Summer – August 2016 graduates
TBD	Last day to submit thesis/dissertation to Graduate Study (520 ODH) for binding in fulfillment of degree requirements for Summer II – August 2016 graduates
Monday, August 1	Fall de-registration day (TENTATIVE) Oakland notifies faculty of decision on Winter sabbatical applications
Monday, August 15	New faculty contracts begin and Oakland notifies faculty of re-employment, tenure, and promotion decisions
Tuesday, August 16	Last day to complete competency exams – S02 session (8 weeks)
Saturday, August 20	Classes end at 10 p.m. – S02 session (8 weeks) / Classes end at 10 p.m. – S03 session (16 weeks)
Monday, August 22 – Wednesday, August 24	Final exams – S02 session (8 weeks)
Monday, August 22 – Saturday, August 27	Final exams – S03 session (16 weeks)
Friday, August 26	Grades submission deadline at 5 p.m. (Summer II session)
Monday, August 29	Grades submission deadline at 5 p.m. (Full session)
TBD	Commencement

FALL SEMESTER 2016 (September – December)	
Refer to department or office websites for the most up-to-date information.	
Wednesday, August 3	Fall de-registration day (TENTATIVE)
Monday, August 15	New faculty contracts begin and Oakland notifies faculty of re-employment, tenure, and promotion decisions
Wednesday, August 31	New Student Convocation
Thursday, September 1	Classes begin at 7:30 a.m. Initiation of faculty review for promotion to full professor
Thursday, September 1 – Thursday, September 8	First week of late registration – SAIL (Web) registration/ add class(es) continues
TBD	Faculty Feedback period (weeks 2-5 of semester)
Monday, September 5	Labor Day – Classes suspended
Tuesday, September 6	Classes resume at 7:30 a.m.

Thursday, September 8	<ul style="list-style-type: none"> • Last day 100% tuition refund – 1st half courses • Last day to add a class – 1st half courses
Friday, September 9 – Thursday, September 15	<ul style="list-style-type: none"> • Second week of late registration – instructor signature required to register/add class(es) • Registration waitlisting (varies by class) ends
Thursday, September 15	<ul style="list-style-type: none"> • Last day 100% tuition refund • Last day to add a class • Last day to declare audit • Last day “no-grade” drop OU Senate meeting (TENTATIVE)
Friday, September 16	<ul style="list-style-type: none"> • First day 0% tuition refund – full semester courses • First day of grade “W” assigned for drops – full semester courses
Thursday, September 22	Official count date
Friday, September 30	Last day to file application for degree/certificates for fall 2016
Saturday, October 1	Faculty deadline to report outside professional work
Thursday, October 6	Last day official withdrawal – 1 st half classes
Monday, October 10	URC Faculty Research Fellowship Award ; Graduate Research Assistantship Tuition (GReAT) Award ; Provost’s Undergraduate/Graduate Student Research Award deadline
Thursday, October 13	Last day to complete competency exams
Friday, October 14	Mid-term evaluation submission deadline
Saturday, October 15	Academic unit forwards recommendations to CAP regarding promotion to full professor
Thursday, October 20	OU Senate meeting (TENTATIVE)
Thursday, October 27	Last day 100% tuition refund – 2 nd half courses
TBD	Last day to defend thesis/dissertation for fall graduates
TBD	Teaching Excellence Awards nomination period (typically late October to late November)
Thursday, November 3	Last day official withdrawal – full semester courses
TBD	Last day to obtain thesis/dissertation format approval from Graduate Study for fall graduates
TBD	Last day to submit thesis/dissertation to Graduate Study (520 O’Dowd) for binding in fulfillment of degree requirements for fall graduates
Tuesday, November 15	CAP forwards recommendations to FRPC regarding promotion to full professor
Thursday, November 17	OU Senate meeting (TENTATIVE)
Monday, November 21	URC Student Research Award ; URC Student Travel Award ; Books, Reprints, and Page Charge Reimbursements deadline
Wednesday, November 23	Thanksgiving recess begins at 10 p.m.
Thursday, November 24	Last day official withdrawal – 2 nd half classes
Monday, November 28	Classes resume at 7:30 a.m. / URC Meadow Brook Hall Research Conference Grant Award deadline
Thursday, December 1	Winter de-registration day (TENTATIVE) OU Senate meeting (TENTATIVE) Oakland notifies faculty regarding re-employment reviews
Monday, November 28 – Monday, December 5	UNIVERSITY SENATE LEGISLATION PROHIBITS QUIZZES, TESTS, OR EXAMINATIONS THE WEEK PRIOR TO WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE OR TO THE OFFICE OF GRADUATE STUDY.
Monday, December 5	Classes end at 10 p.m.
Tuesday, December 6	Study day
Wednesday, December 7	Exams begin at 7:30 a.m.
Tuesday, December 13	Exams end at 10 p.m.
Thursday, December 15	Grades submission deadline at 5 p.m.
Saturday, December 17	Last day to resolve “I” grades from fall 2015
TBD	Commencement

WINTER SEMESTER 2017 (January – May)	
Refer to department or office websites for the most up-to-date information.	
January	<ul style="list-style-type: none"> Professional Development and Research Leave applications deadline is typically in January Deadline for sabbatical applications for Fall or Fall-Winter of the following year is the first University business day in January
Wednesday, January 4	Classes begin at 7:30 a.m.
Wednesday, January 4 – Wednesday, January 11	First week of late registration – SAIL (Web) registration/add class(es) continues
TBD	Faculty Feedback period (weeks 2-5 of semester)
Thursday, January 12 – Wednesday, January 18	<ul style="list-style-type: none"> Second week of late registration – Instructor signature required to register/add class(es) Registration waitlisting (varies by class) ends
Sunday, January 15	FRPC makes recommendations to Oakland regarding promotion to full professor
Monday, January 16	Martin Luther King Jr. Day – Classes suspended
Tuesday, January 17	Classes resume at 7:30 a.m.
Wednesday, January 18	<ul style="list-style-type: none"> Last day 100% tuition refund – full semester Last day late registration – full semester courses Last day to add a class Last day to declare audit Last day “no-grade” drop
Thursday, January 19	<ul style="list-style-type: none"> First day 0% tuition refund – full semester courses First day grade of “W” assigned for drops – full semester courses OU Senate meeting (TENTATIVE)
Monday, January 23	URC Faculty Research Award ; URC New Investigator Research Excellence Award ; URC Research Excellence Award deadline
Thursday, January 26	Official count date
Sunday, January 29	<ul style="list-style-type: none"> Last day to apply for application for degree/certificates for winter 2017 Last day for summer graduates to apply to attend spring commencement
February – March	Develop potential faculty position requests in departments in preparation for call for submissions
Wednesday, February 1	<ul style="list-style-type: none"> Faculty are required to declare their intention to travel on this date The academic unit forwards its recommendation to the appropriate CAP regarding re-employment with tenure The department or academic unit forwards its recommendation on sabbatical applications to the Dean by February 1
Wednesday, February 8	Last day official withdrawal – 1 st half classes
Monday, February 13	Provost’s Undergraduate/Graduate Student Research Award deadline
Wednesday, February 15	Last day to complete competency exams Joint Committee on Faculty Professional Development and Research Leaves forwards recommendations regarding leaves to Oakland and to each applicant
Thursday, February 16	OU Senate meeting (TENTATIVE)
Friday, February 17	Mid-term evaluation submission deadline
Saturday, February 18	Winter recess begins at 10 p.m.
Monday, February 20	URC Student Research Award ; URC Student Travel Award ; Books, Reprints, and Page Charge Reimbursements deadline
Monday, February 27	Classes resume at 7:30 a.m.
TBD	Last day to defend thesis/dissertation for winter 2017 graduates
Monday, March 13	Graduate Research Assistantship Tuition (GReAT) Award deadline

Wednesday, March 15	<ul style="list-style-type: none"> Last day official withdrawal – full semester courses Oakland notifies each applicant of its decisions regarding Professional Development and Research Leaves CAP forwards its recommendation regarding re-employment with tenure to FRPC
Thursday, March 16	OU Senate meeting (TENTATIVE)
Monday, March 20	Registration begins for summer 2017, fall 2017, winter 2018
TBD	Last day to obtain thesis/dissertation format approval from Graduate Study for winter 2017 graduates
Friday, March 31	President's Colloquium; CETL Excellence in Teaching and Learning Grant deadline
TBD	Last day to submit thesis/dissertation to Graduate Study (520) ODH for binding in fulfillment of degree requirements for winter 2017 graduates
Monday, April 3	Last day official withdrawal – 2 nd half classes
Tuesday, April 11 – Tuesday, April 18	UNIVERSITY SENATE LEGISLATION PROHIBITS QUIZZES, TESTS, OR EXAMINATIONS THE WEEK PRIOR TO WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE OR TO THE OFFICE OF GRADUATE STUDY.
Saturday, April 15	Oakland notifies faculty of decision on sabbatical applications and promotion to full professor
Tuesday, April 18	Classes end at 10 p.m.
Wednesday, April 19	Study day
Thursday, April 20	Exams begin at 7:30 a.m. / OU Senate meeting (TENTATIVE)
Wednesday, April 26	Exams end at 10 p.m.
Friday, April 28	<ul style="list-style-type: none"> Last day to resolve "I" grades from winter 2016 Grades submission deadline at 8 a.m.
TBD	Commencement
Monday, May 1	<ul style="list-style-type: none"> FRPC makes recommendations to Oakland regarding re-employment with tenure Deadline for sabbatical applications for Winter of the following year
Thursday, May 4	OU Senate meeting (TENTATIVE)

SUMMER SEMESTERS 2017 (May – August)	
Refer to department or office websites for the most up-to-date information.	
Monday, May 8	Classes begin at 7:30 a.m. (Full and Summer I sessions)
Monday, May 29	Memorial Day – Classes suspended
Tuesday, May 30	Classes resume at 7:30 a.m. (Full and Summer I sessions)
Thursday, June 1	The department or unit forwards its recommendation on Winter sabbatical applications to the Dean
Saturday, June 24	Summer recess begins (Summer I classes end)
Monday, June 26 – Wednesday, June 28	Final exams (Summer I session)
Friday, June 30	Grades submission deadline at 5 p.m. (Summer I session)
Friday, July 3	Classes resume at 7:30 a.m. (Full session)
Tuesday, July 4	Independence Day – Classes suspended
Wednesday, July 5	Classes resume at 7:30 a.m. (Full session) / Classes begin at 7:30 a.m. (Summer II session)
Tuesday, August 1	Oakland notifies faculty of decision on Winter sabbatical applications
Tuesday, August 15	New faculty contracts begin and Oakland notifies faculty of re-employment, tenure, and promotion decisions
Saturday, August 19	Classes end at 10 p.m. (Full and Summer II sessions)
Monday, August 21 – Wednesday, August 23	Final exams (Summer II session)
Monday, August 21 – Saturday, August 26	Final exams (Full session)
Friday, August 25	Grades submission deadline at 5 p.m. (Summer II session)
Monday, August 28	Grades submission deadline at 5 p.m. (Full session)

FALL SEMESTER 2017 (September – December)	
Refer to department or office websites for the most up-to-date information.	
Friday, September 1	Initiation of faculty review for promotion to full professor
TBD	Faculty Feedback period (weeks 2-5 of semester)
Thursday, September 21	OU Senate meeting (TENTATIVE)
Sunday, October 1	Faculty deadline to report outside professional work
Monday, October 9	URC Faculty Research Fellowship Award ; Graduate Research Assistantship Tuition (GReAT) Award ; Provost's Undergraduate/Graduate Student Research Award deadline
Thursday, October 19	OU Senate meeting (TENTATIVE)
Sunday, October 15	Academic unit forwards recommendations to CAP regarding promotion to full professor
TBD	Teaching Excellence Awards nomination period (typically late October to late November)
Wednesday, November 15	CAP forwards recommendations to FRPC regarding promotion to full professor
Thursday, November 16	OU Senate meeting (TENTATIVE)
Monday, November 20	URC Student Research Award ; URC Student Travel Award ; Books, Reprints, and Page Charge Reimbursements deadline
Monday, November 27	URC Meadow Brook Hall Research Conference Grant Award deadline
Friday, December 1	Oakland notifies faculty regarding re-employment reviews
Thursday, December 7	OU Senate meeting (TENTATIVE)

Registrar – Important Academic Dates

These calendars include only dates from the Registrar's calendar. Visit the [Office of the Registrar](#) website for the official calendar and additional information, including financial aid and bill due dates.

Winter 2016	Summer 2016	Fall 2016	Winter 2017	Summer 2017
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WINTER SEMESTER 2016 (January – April)	
Visit the Office of the Registrar website for the official calendar and additional information, including financial aid and bill due dates.	
Tuesday, January 5	Classes begin at 7:30 a.m.
Tuesday, January 5 – Monday, January 11	First week of late registration – SAIL (Web) registration/add class(es) continues
Tuesday, January 12 – Tuesday, January 19	<ul style="list-style-type: none"> Second week of late registration - instructor permission is required to register/add class(es) in MySAIL Registration waitlisting (varies by class) ends
Monday, January 18	Martin Luther King Jr. Day – Classes suspended
Tuesday, January 19	<ul style="list-style-type: none"> Last day 100% tuition refund – full semester courses Last day last registration – full semester courses Last day to add a class Last day to declare audit Last day “no-grade” drop
Wednesday, January 20	<ul style="list-style-type: none"> First day 0% tuition refund – full semester courses First day grade of “W” assigned for drops – full semester courses
Tuesday, January 26	Official count date
Friday, January 29	Last day to file application for degree/certificates for winter 2016
Tuesday, February 9	Last day official withdrawal – 1 st half classes
Wednesday, February 17	Last day to complete competency exams
Friday, February 19	Mid-term evaluation submission deadline
Saturday, February 20	Winter recess begins at 10 p.m.
Monday, February 29	Classes resume at 7:30 a.m.
Wednesday, March 15	<ul style="list-style-type: none"> Last day official withdrawal – full semester classes Last day to defend thesis/dissertation for winter 2016 graduates
Monday, March 21	Summer 2016, fall 2016, winter 2017 SAIL registration begins
Tuesday, March 22	Last day to obtain thesis/dissertation format approval from Graduate Study for winter 2016 graduates
Tuesday, March 29	Last day to submit thesis/dissertation to Graduate Study (520 ODH) for binding in fulfillment of degree requirements for winter 2016 graduates
Friday, April 1	Last day official withdrawal – 2 nd half classes
Monday, April 11 – Monday, April 18	UNIVERSITY SENATE LEGISLATION PROHIBITS QUIZZES, TESTS, OR EXAMINATIONS THE WEEK PRIOR TO WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE OR TO THE OFFICE OF GRADUATE STUDY.
Monday, April 18	Winter classes end at 10 p.m.
Tuesday, April 19	Study day
Wednesday, April 20 – Tuesday, April 26	Final exams (end at 10 p.m., April 26)
Tuesday, April 26	Last day to resolve “I” grades from winter 2015
Thursday, April 28	Grades submission deadline at 5 p.m.
Friday, April 29	Grades due and roll at 8 a.m.
Friday, April 29 – Saturday, April 30	Commencement

SUMMER SEMESTERS 2016 (May – August)	
Visit the Office of the Registrar website for the official calendar and additional information, including financial aid and bill due dates.	
Monday, May 9	Classes begin at 7:30 a.m. S01 session (8 weeks) / Classes begin at 7:30 a.m. S03 session (16 weeks)
Monday, May 16	Last day to declare audit S01 session (8 weeks)
Friday, May 20	Last day to declare audit S03 session (16 weeks)
Monday, May 30	Memorial Day – Classes suspended
Tuesday, May 31	Classes resume at 7:30 a.m. (Full and Summer I sessions)
Monday, June 20	Last day to complete competency exams S01 session (8 weeks)
Saturday, June 25	Classes end at 10 p.m. – S01 session (8 weeks) / Summer recess begins at 10 p.m. – S03 session (16 weeks)
Monday, June 27 – Wednesday, June 29	Final exams – S01 session (8 weeks)
Friday, July 1	Grades submission deadline at 5 p.m. – S01 session (8 weeks)
Monday, July 4	Independence Day – Classes suspended
Tuesday, July 5	Classes resume at 7:30 a.m. – S03 session (16 weeks) / Classes begin at 7:30 a.m. – S02 session (8 weeks)
Tuesday, July 12	Last day to declare audit S02 session (8 weeks)
TBD	Last day to defend thesis/dissertation for Summer – August 2016 graduates
TBD	Last day to obtain thesis/dissertation format approval from Graduate Study for Summer – August 2016 graduates
TBD	Last day to submit thesis/dissertation to Graduate Study (520 ODH) for binding in fulfillment of degree requirements for Summer II – August 2016 graduates
Monday, August 1	Fall de-registration day (TENTATIVE)
Tuesday, August 16	Last day to complete competency exams – S02 session (8 weeks)
Saturday, August 20	Classes end at 10 p.m. – S02 session (8 weeks) / Classes end at 10 p.m. – S03 session (16 weeks)
Monday, August 22 – Wednesday, August 24	Final exams – S02 session (8 weeks)
Monday, August 22 – Saturday, August 27	Final exams – S03 session (16 weeks)
Friday, August 26	Grades submission deadline at 5 p.m. (Summer II session)
Monday, August 29	Grades submission deadline at 5 p.m. (Full session)
TBD	Commencement

FALL SEMESTER 2016 (September – December)	
Visit the Office of the Registrar website for the official calendar and additional information, including financial aid and bill due dates.	
Wednesday, August 3	Fall de-registration day (TENTATIVE)
Wednesday, August 31	New Student Convocation
Thursday, September 1	Classes begin at 7:30 a.m.
Thursday, September 1 – Thursday, September 8	First week of late registration – SAIL (Web) registration/ add class(es) continues
Monday, September 5	Labor Day – Classes suspended
Tuesday, September 6	Classes resume at 7:30 a.m.
Thursday, September 8	<ul style="list-style-type: none"> • Last day 100% tuition refund – 1st half courses • Last day to add a class – 1st half courses
Friday, September 9 – Thursday, September 15	<ul style="list-style-type: none"> • Second week of late registration – instructor signature required to register/add class(es) • Registration waitlisting (varies by class) ends
Thursday, September 15	<ul style="list-style-type: none"> • Last day 100% tuition refund – full semester courses • Last day to add a class • Last day to declare audit • Last day “no-grade” drop
Friday, September 16	<ul style="list-style-type: none"> • First day 0% tuition refund – full semester courses • First day of grade “W” assigned for drops – full semester courses
Thursday, September 22	Official count date
Friday, September 30	Last day to file application for degree/certificates for fall 2016
Thursday, October 6	Last day official withdrawal – 1 st half classes
Thursday, October 13	Last day to complete competency exams
Friday, October 14	Mid-term evaluation submission deadline
Thursday, October 27	Last day 100% tuition refund – 2 nd half courses
TBD	Last day to defend thesis/dissertation for fall graduates
Thursday, November 3	Last day official withdrawal – full semester courses
TBD	Last day to obtain thesis/dissertation format approval from Graduate Study for fall graduates
TBD	Last day to submit thesis/dissertation to Graduate Study (520 O’Dowd) for binding in fulfillment of degree requirements for fall graduates
Wednesday, November 23	Thanksgiving recess begins at 10 p.m.
Thursday, November 24	Last day official withdrawal – 2 nd half classes
Monday, November 28	Classes resume at 7:30 a.m.
Thursday, December 1	Winter de-registration day (TENTATIVE)
Monday, November 28 – Monday, December 5	UNIVERSITY SENATE LEGISLATION PROHIBITS QUIZZES, TESTS, OR EXAMINATIONS THE WEEK PRIOR TO WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE OR TO THE OFFICE OF GRADUATE STUDY.
Monday, December 5	Classes end at 10 p.m.
Tuesday, December 6	Study day
Wednesday, December 7	Exams begin at 7:30 a.m.
Tuesday, December 13	Exams end at 10 p.m.
Thursday, December 15	Grades submission deadline at 5 p.m.
Saturday, December 17	Last day to resolve “I” grades from fall 2015
TBD	Commencement

WINTER SEMESTER 2017 (January – April)	
Visit the Office of the Registrar website for the official calendar and additional information, including financial aid and bill due dates.	
Wednesday, January 4	Classes begin at 7:30 a.m.
Wednesday, January 4 – Wednesday, January 11	First week of late registration – SAIL (Web) registration/add class(es) continues
Thursday, January 12 – Wednesday, January 18	<ul style="list-style-type: none"> • Second week of late registration – Instructor signature required to register/add class(es) • Registration waitlisting (varies by class) ends
Monday, January 16	Martin Luther King Jr. Day – Classes suspended
Tuesday, January 17	Classes resume at 7:30 a.m.
Wednesday, January 18	<ul style="list-style-type: none"> • Last day 100% tuition refund – full semester • Last day late registration – full semester courses • Last day to add a class • Last day to declare audit • Last day “no-grade” drop
Thursday, January 19	<ul style="list-style-type: none"> • First day 0% tuition refund – full semester courses • First day grade of “W” assigned for drops – full semester courses
Thursday, January 26	Official count date
Sunday, January 29	<ul style="list-style-type: none"> • Last day to apply for application for degree/certificates for winter 2017 • Last day for summer graduates to apply to attend spring commencement
Wednesday, February 8	Last day official withdrawal – 1 st half classes
Wednesday, February 15	Last day to complete competency exams
Friday, February 17	Mid-term evaluation submission deadline
Saturday, February 18	Winter recess begins at 10 p.m.
Monday, February 27	Classes resume at 7:30 a.m.
TBD	Last day to defend thesis/dissertation for winter 2017 graduates
Wednesday, March 15	Last day official withdrawal – full semester courses
Monday, March 20	Registration begins for summer 2017, fall 2017, winter 2018
TBD	Last day to obtain thesis/dissertation format approval from Graduate Study for winter 2017 graduates
TBD	Last day to submit thesis/dissertation to Graduate Study (520) ODH for binding in fulfillment of degree requirements for winter 2017 graduates
Monday, April 3	Last day official withdrawal – 2 nd half classes
Tuesday, April 11 – Tuesday, April 18	UNIVERSITY SENATE LEGISLATION PROHIBITS QUIZZES, TESTS, OR EXAMINATIONS THE WEEK PRIOR TO WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE OR TO THE OFFICE OF GRADUATE STUDY.
Tuesday, April 18	Classes end at 10 p.m.
Wednesday, April 19	Study day
Thursday, April 20	Exams begin at 7:30 a.m.
Wednesday, April 26	Exams end at 10 p.m.
Friday, April 28	Last day to resolve “I” grades from winter 2016
Friday, April 28	Grades submission deadline at 8 a.m.
TBD	Commencement

SUMMER SEMESTERS 2017 (May – August)	
Visit the Office of the Registrar website for the official calendar and additional information, including financial aid and bill due dates.	
Monday, May 8	Classes begin at 7:30 a.m. (Full and Summer I sessions)
Monday, May 29	Memorial Day – Classes suspended
Tuesday, May 30	Classes resume at 7:30 a.m. (Full and Summer I sessions)
Saturday, June 24	Summer recess begins (Summer I classes end)
Monday, June 26 – Wednesday, June 28	Final exams (Summer I session)
Friday, June 30	Grades submission deadline at 5 p.m. (Summer I session)
Friday, July 3	Classes resume at 7:30 a.m. (Full session)
Tuesday, July 4	Independence Day – Classes suspended
Wednesday, July 5	Classes resume at 7:30 a.m. (Full session) Classes begin at 7:30 a.m. (Summer II session)
Saturday, August 19	Classes end at 10 p.m. (Full and Summer II sessions)
Monday, August 21 – Wednesday, August 23	Final exams (Summer II session)
Monday, August 21 – Saturday, August 26	Final exams (Full session)
Friday, August 25	Grades submission deadline at 5 p.m. (Summer II session)
Monday, August 28	Grades submission deadline at 5 p.m. (Full session)

Faculty Feedback

Faculty are encouraged to submit feedback during weeks 2-5 of the semester. Deadlines are communicated via the Provost's Office each semester. **Current dates: January 4 through February 19, 2016**

[Faculty Feedback](#) at Oakland University is a system for providing feedback to students who may be falling behind in a course. Its success counts on giving students feedback early enough in a semester that they can act in a way that ensures their success. It is required for all courses up to the 200 level, such as courses that begin with a 0-, 1-, or 2-. Faculty Feedback can be used at any point throughout the semester as often as an instructor wants, but using the system between weeks 2 and 5 yields the best results as far as student persistence and retention.

Senate Meeting Dates

Meetings are typically on the third Thursday of the month, with the exception being December and May meetings on the first Thursday of the month. Meetings are not usually held in June to August. Find information about meetings on the [Senate](#) website. These meeting dates are listed in **red** on the [Master List of Important Dates](#).

Winter 2016 Meeting Dates	Fall 2016 Meeting Dates (TENTATIVE)	Winter 2017 Meeting Dates (TENTATIVE)	Fall 2017 Meeting Dates (TENTATIVE)
January 21	September 15	January 19	September 21
February 18	October 20	February 16	October 19
March 17	November 17	March 16	November 16
April 21	December 1	April 20	December 7
May 5		May 4	

Important Dates and Deadlines for the Faculty

These are selected dates from the collective bargaining agreement between Oakland University and the Oakland University Chapter of the AAUP ([Faculty Agreement](#)). See full details of processes, procedures, and all relevant dates in the [Agreement](#). These dates are listed in **purple** on the [Master List of Important Dates](#).

Things to keep in mind:

- New faculty contracts normally begin August 15 of any year.
- In terms of promotion and tenure review dates, in addition to the contractual deadlines, department or academic unit review statements provide deadlines for when faculty under review should turn in their materials. See your department or academic unit review statements for applicable deadline information.

January	Professional Development and Research Leave applications deadline is typically in January Deadline for sabbatical applications for Fall or Fall- Winter of the following year is the first University business day in January
January 15	FRPC makes recommendations to Oakland regarding promotion to full professor
February – March	Develop potential faculty position requests in departments in preparation for call for submissions
February 1	Faculty are required to declare their intention to travel on this date The academic unit forwards its recommendation to the appropriate CAP regarding re-employment with tenure The department or academic unit forwards its recommendation on sabbatical applications to the Dean by February 1
February 15	Joint Committee on Faculty Professional Development and Research Leaves forwards recommendations regarding leaves to Oakland and to each applicant
March 15	Oakland notifies each applicant of its decisions regarding Professional Development and Research Leaves CAP forwards its recommendations regarding re-employment with tenure to FRPC
April 15	Oakland notifies faculty of decision on sabbatical applications Oakland notifies faculty of promotion to full professor decisions
May 1	FRPC makes recommendations to Oakland regarding re-employment with tenure Deadline for sabbatical applications for Winter of the following year
June 1	The department or academic unit forwards its recommendation on Winter sabbatical applications to the Dean
August 1	Oakland notifies faculty of decision on Winter sabbatical applications
August 15	New faculty contracts begin Oakland notifies faculty of re-employment, tenure, and promotion decisions
September 1	Initiation of faculty review for promotion to full professor
October 1	Faculty deadline to report outside professional work
October 15	Academic unit forwards recommendations to CAP regarding promotion to full professor
November 15	CAP forwards recommendations to FRPC regarding promotion to full professor
December 1	Oakland notifies faculty regarding re-employment reviews

Award and Grant Deadline Dates

Listed below are selected dates for grants and awards from the University Research Committee (URC) and other sources on campus. This list highlights some internal awards and grants, but there are additional funding opportunities for awards and grants. Find more information for faculty and students at:

- **Office of Research Administration**
 - External funding opportunities: [Funding Opportunities for Faculty](#) – External Grants tab
 - URC and internal awards: [Funding Opportunities for Faculty](#) – Internal Awards tab
 - Student award opportunities: [Funding Opportunities for Students](#) page
- Academic Affairs: [Academic Resources](#) – Awards, Honors, and Opportunities tab
- Center for Excellence in Teaching and Learning (CETL): [Faculty Resources](#) – Grants tab
- Senate Teaching and Learning Committee: [Call for Proposals](#) and [Teaching Awards](#) tabs
- [Student Research Opportunities](#) (posted by the Center for Biomedical Research)
- [Financial Assistance for Undergraduate Students](#) (from Student Financial Services)
- [Financial Assistance for Graduate Students](#) (from Student Financial Services)

Awards and grants are listed in chronological order by application deadline. These deadlines are also included on the [Master List of Important Dates](#).

Winter Semester

January

[URC Faculty Research Award](#) (\$1,200) – 4th Monday of January

- January 25, 2016 / January 23, 2017

[URC New Investigator Research Excellence Award](#) (\$1,500) – 4th Monday of January

- January 25, 2016 / January 23, 2017

[URC Research Excellence Award](#) (\$2,500) – 4th Monday of January

- January 25, 2016 / January 23, 2017

February

[Chrysler Undergraduate Student Research Award](#) (up to \$3,000) – 2nd Monday of February

- February 8, 2016

[Provost's Undergraduate / Graduate Student Research Award](#) (up to \$2,000) – 2nd Monday of February

- February 8, 2016 / February 13, 2017
- Also see October dates for this award.

[URC Student Research Award](#) (\$300 Undergraduate / \$500 Graduate) – 3rd Monday of February

- February 15, 2016 / February 20, 2017
- Also see November dates for this award.

[URC Student Travel Award](#) (\$400) – 3rd Monday of February

- February 15, 2016 / February 20, 2017
- Also see November dates for this award.

[Books, Reprints, and Page Charge Reimbursements](#) (\$350) – 3rd Monday of February

- February 15, 2016 / February 20, 2017
- Also see November dates for this award.

March

[Graduate Research Assistantship Tuition \(GReAT\) Award](#) (tuition support) – 2nd Monday of March

- March 14, 2016 / March 13, 2017
- Also see October dates for this award.

[President's Colloquium](#) (\$1,000 honorarium) – last day of March

- March 31, 2016 / March 31, 2017

[CETL Excellence in Teaching and Learning Grant](#) (\$3,000)

- March 31, 2016 / March 31, 2017

Fall Semester

October

[URC Faculty Research Fellowship Award](#) (up to \$10,000) – 2nd Monday of October

- October 10, 2016 / October 9, 2017

[Graduate Research Assistantship Tuition \(GReAT\) Award](#) (tuition support) – 2nd Monday of October

- October 10, 2016 / October 9, 2017
- Also see March dates for this award.

[Provost's Undergraduate / Graduate Student Research Award](#) (up to \$2,000) – 2nd Monday of October

- October 10, 2016 / October 9, 2017
- Also see February dates for this award.

[Teaching Excellence Awards](#) (Senate Teaching and Learning Committee)

- Nomination period is typically late October - late November

November

[URC Student Research Award](#) (\$300 Undergraduate / \$500 Graduate) – 3rd Monday of November

- November 25, 2016 / November 20, 2017
- Also see February dates for this award.

[URC Student Travel Award](#) (\$400) – 3rd Monday of November

- November 25, 2016 / November 20, 2017
- Also see February dates for this award.

[Books, Reprints, and Page Charge Reimbursements](#) (\$350) – 3rd Monday of November

- November 25, 2016 / November 20, 2017
- Also see February dates for this award.

[URC Meadow Brook Hall Research Conference Grant Award](#) (\$3,000) – 4th Monday of November

- November 28, 2016 / November 27, 2016

Important Policies and Procedures

Policies change frequently – please check the [policies](#) website for the most current updates.

Things to Know about OU Policies and Procedures

OU Policies Website – You can find currently approved policies at oakland.edu/policies.

Other useful guidance and policies can be found on other websites:

- a. [Provost](#)
- b. [Academic Human Resources \(AHR\)](#)
- c. [Financial Aid](#)
- d. [Registrar](#)
- e. [Dean of Students – Student Code of Conduct website](#)
- f. [Undergraduate and Graduate catalogs](#)
- g. [Graduate Education](#)
- h. [University Technology Services \(UTS\)](#)
- i. [Office of Research Administration](#)

A wide range of activities are governed by OU policies. If you have questions,

- Your department CT will know many of the policies and is a great resource.
- If your department CT does not know or is not sure, **call the dean's office**. Someone there will be a great resource and can refer you to the appropriate person for further information.

Meet with your Assistant Dean to review policies and procedures related to hiring, travel,

p-cards, reimbursement, and other topics. Building a relationship with your Assistant Dean can help you navigate the policies and procedures that you encounter as Chair or Program Director.

Some, Not All, Important Policies

Click on the policy name for full information. This list is not all inclusive but is provided for quick reference to some of the policies and procedures relevant to department leadership activities.

Click for topics:	Conflict of Interest	Freedom of Information Act	Information Security	Records Retention and Disposal	Release of Student Records	University Closing	University Communications
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Conflict of Interest Policy (Policy 406)

- a. This policy was recently updated by the Board of Trustees.
- b. The purpose of this policy is to express the Board of Trustees' intent that trustees, faculty, staff, and others serving Oakland University should not be personally involved in any arrangement that could create a conflict of interest with the university. Everyone who serves the university should promote the best interests of the university over their own personal and financial interests.
- c. Conflicts of interest are those personal and financial interests, whether actual, apparent or possible, that could lead someone to: (a) compromise or lose their own independence, impartiality or judgment in connection with an arrangement with the university; (b) propose or support an arrangement with the university that is not in the university's best interest; (c) results in personal or financial gain to that person; (d) involves preferential treatment to the person's family or business associates; or (e) would damage the university's reputation or erode the public's confidence in the university.
- d. You, your faculty, and your staff have a duty to self-disclose, report, and inquire about conflicts of interest.
- e. The Board established a Conflict of Interest Review Committee to review potential instances of conflict of interest. If you think there is a potential conflict of interest issue within your department, contact your dean. Requests to the committee should flow through Academic Affairs.

Freedom of Information Act (Policy 430)

- a. The Michigan Freedom of Information Act (FOIA) is to provide for public access to certain public records.
- b. If you receive a Freedom of Information Act (FOIA) Request, forward the request to the [Office of Legal Affairs](#) immediately.
- c. NEVER destroy any records related to the FOIA request. (See [Policy 481](#) for Records Retention and Disposal.)

Information Security (Policy 860)

- a. This policy covers the use of data - for example, data protected by FERPA, Banner data, grant- or contract-protected data.
- b. A key concern is the portability of data – either through flash drives, laptops, phones, Google Drive, etc.
- c. Penalties can be very large. Information is available on the [UTS website](#) and in the policy.

Records Retention and Disposal (Policy 481)

- a. This policy provides guidance to the University community for effective Records retention and disposal that will preserve the University's history, meet regulatory and legal requirements, minimize risk, optimize use of space, and minimize cost.
- b. It is important to note what you need to keep permanently and what you can shred after a certain amount of time.
- c. Talk to your CT to learn about how these records are maintained and destroyed in your department.

Release of Student Educational Records (Policy 470)

- a. This policy ensures compliance with federal law regarding the privacy of Student records and the obligations of the institution, primarily in the areas of the release of the records and the access provided to these records. This policy describes how OU complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).
- b. The [Dean of Students Office](#) can help you understand FERPA – a good source of information is on the [FERPA Guide website](#).

University Closing (Policy 482)

- a. This policy describes what happens if the university closes for any reason.
- b. Chairs and program directors should wait for an early release decision prior to releasing staff; please also note that if your CT is on vacation, she or he is still on vacation if the university closes.
- c. University programs are cancelled when the university closes.
- d. Note the special rules for off-site programs (e.g. Anton/Frankel Center (AFC), Macomb, etc.).

University Communications (Policy 488)

- a. Contact the [University Communications and Marketing](#) (UCM) department first when you are preparing publications, advertisements, photographs, Web pages, and/or audio-visual presentations intended for an external audience.
- b. UCM can help with print publications such as newsletters, magazines, booklets, fliers, program brochures, posters, signs, etc.
- c. UCM will also approve websites.
- d. To find out who your UCM account manager is, see the [Account Manager Directory](#). The account manager will often be your first point of contact with UCM.
- e. Before considering any advertising, contact your [account manager](#) to discuss project objectives and budget.

Academic Policies and Procedures

For more information on academic policies and procedures, see the [Undergraduate Catalog](#) or [Graduate Catalog](#). Additional academic information is available on the [Office of the Registrar](#) website.

Travel Policies and Procedures

See more information on the [policies](#) website.

Travel (Policy 1200)

- a. This policy provides requirements for travel expenditure and reimbursement to the campus community.
- b. OU follows IRS Accountable Plan Rules for travel reimbursement and will therefore pay only reasonable and necessary travel expenses for travel that has a clear business purpose, is approved by the Traveler's supervisor and Fund Signer, is fully documented, and is not (and will not be) paid by any other source.
- c. Travels must complete and submit a [Travel Expense Summary \(TES\)](#) for every instance of travel regardless of whether or not reimbursement is owed to the Traveler (i.e., the expenses were charged on a P-Card). See policy for further details about the TES.
- d. See policy for travel-related definitions, eligibility, transportation and lodging details, and other procedures. Related policies and forms are included in the policy.

Travel: Foreign Study or Academically Related Travel (Policy 1220)

- This policy provides guidance to Oakland University (University) personnel proposing international student programs to be sponsored by the University for foreign study or other academically related purposes.
- Student travel programs outside of the United States are part of the University's educational mission. To address the accountabilities needed to undertake such travel and the associated risks, this policy details procedures that must be followed.
- See policy for definitions, authorization procedures, and financial procedures. Related policies and forms are included in the policy.

Domestic and International Travel: Student Organization and Student Government (Policy 1230)

- Representatives of recognized student organizations and student government groups, in order to fulfill the purpose of the organization, may engage in off-campus travel. At all times they must recognize their responsibilities for compliance with Oakland University policies, ordinances, and state and local laws. Depending on the nature of the travel, the university may set conditions or require an adviser or other university official to travel with the group. No student organization or student government travel will be authorized or supported with university monies without prior approval by the appropriate university official. Unapproved travel will not be eligible for reimbursement from a university account.
- Authorization and waiver information is included in this policy.

Use of Noncommercial Aircraft (Policy 1270)

- a. This policy defines the definitions and procedures for using Commercial Air Travel for university-related business and activities.
- b. Any Chartered Aircraft service must be procured through the Purchasing Department. Prior to any charter aircraft services being procured, the Risk Management Department must review and approve the required insurance coverage terms, conditions and limits.
- c. See policy for definitions and procedures. Related policies and forms are included in the policy.