

Minutes of Meeting of Academic Council. Attending were Deans Byo, Charignon, Dykema, Edgar, Miller, Paraska and Swartz. Also attending were Dr. Coffield, Dr. Coffelt, and Mrs. Smith.

October 22, 1968 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:00 p.m.

Mrs. Smith was present at this meeting of the Academic Council to discuss the dates and deadlines for registration, etc. for the spring and winter quarters. A preliminary list of such dates for discussion was distributed by Mrs. Smith. Several changes had to be made and no final list was adopted. Mrs. Smith will provide each member of the Council with the final list as soon as possible.

The Council was reminded that all schedules should go through the dean's office to be checked and approved. The location of a class may not be changed without proper approval. These schedules should also be examined for proper distribution of MWF classes and TTh classes.

A directive will be sent to all department heads indicating that classes will begin Monday, 8:00 a.m. on December 2. The Catalog reports classes to begin on that date at 8:00 p.m.

Mrs. Smith should be provided with a list of instructors for all classes. Any instructor who prohibits a student from entering class on the second day should be reported to the dean.

In regard to late fees, if the University has made an error anywhere of any kind, no student is to be assessed a late fee.

Any decision as to whether a fee should be charged or changes of registration should be left to the registrar's office except in those cases where the registrar's office prefers to leave it to the discretion of the dean.

Dean Dykema moved that, in all of these matters, unless Mrs. Smith wants additional reports, she should be authorized to make the decisions. Dean Edgar seconded. Motion carried.

The following announcements were made:

1. There will be a joint meeting of the Academic Council and the Academic Affairs Committee November 4, at 4:00 p.m. in Room 213, Engineering Science Building.
2. Please scrutinize travel requests carefully before sending them on for further approval. Also, be sure you are using the new travel request forms. They may be obtained from the office of the Business Manager.

Meeting adjourned 3:00 p.m.

Winter Quarter, 68/69

Schedules due from Depts .	<u>October 22</u> .
Book orders due from Depts .	<u>October 22</u> .
Schedules ready for printer	<u>October 28</u> .
Schedules ready for distribution	<u>November 14</u> .
Advisement period	<u>November 14 - Dec 7</u> .
Registration begins	<u>November 18</u> .
Registration ends	<u>December 7</u> .
{ Last day for admission	<u>November 29</u> .
{ Final registration	<u>December 7 - Saturday</u> .
Payment due date	<u>December 20</u> .
Payment cut-off date	<u>December 16</u> .
Change of registration	<u>January 2+3 December 30 and 31</u> .
Winter Quarter begins	<u>January 2, 1969</u> .
Last day for adds	<u>January 9, 1969</u> .
Last day for WP	<u>January 30, 1969</u> .
Winter Quarter ends	<u>March 19</u> .

Winter