

Florida A & M University
Tallahassee, Florida



Academic Planning Schedules

2004-2005

Table of Contents

Faculty Planning Conference Dates	2
Academic Appointment Calendar.....	3-5
Schedule for Sabbatical and Professional Leave.....	6
Schedule for Promotion and Tenure.....	7
Faculty Senate Calendar	8-11
FAMU 2004-05 Calendar.....	12-21
Schedule for CLAST Examinations.....	22
Annual All-University Convocations 2003-2004.....	23
Commencement Exercises	23
International Education and Development.....	24
FAMU Football Schedule.....	25

ACADEMIC APPOINTMENT CALENDAR

2004 – 2005

(195.0 Days) August 8, 2004 – May 7, 2005 Annual Period

FALL SEMESTER

(97.5 Days) August 9, 2004 – December 23, 2004 Scheduled Fall Semester Period

(2.0 Days) August 9, 2004 – August 10, 2004 Unscheduled Activities Period

(3.0 Days) August 11, 2004 – August 13, 2004 Preplanning

(5.0 Days) August 16, 2004 – August 20, 2004 Scheduled Activities Period – Advisement

(75.0 Days) August 23, 2004 – December 3, 2004 Scheduled Instruction Period

(1.0 Day) September 6, 2004 – **LABOR DAY** **Holiday Period**

(1.0 Day) November 11, 2004 – **VETERAN'S DAY** **Holiday Period**

(2.0 Days) November 25-26, 2004 – **THANKSGIVING** **Holiday Period**

(5.0 Days) December 6, 2004 – December 10, 2004 Scheduled Testing Period

(8.5 Days) December 13, 2004 – December 22, 2004 Unscheduled Activities Period

SPRING SEMESTER

(97.5 Days) December 22, 2004 – May 6, 2005 Scheduled Spring Semester Period

(7.5 Days) December 22, 2004 – December 31, 2005 Unscheduled Spring Activities Period

(1.0 Day)	December 25, 2004 – CHRISTMAS DAY	Holiday Period
(1.0 Day)	January 1, 2005 – NEW YEAR'S DAY	Holiday Period
(5.0 Days)	January 3, 2005 – January 7, 2005	Scheduled Post-Planning Activities Period
(73.0 Days)	January 5 – April 22, 2005	Scheduled Instruction Period
(1.0 Day)	January 17, 2005 MARTIN LUTHER KING'S HOLIDAY	Holiday Period
(5.0 Days)	March 7, 2005 – March 11, 2005 SPRING BREAK	Spring Break Period
(5.0 Days)	April 25, 2005 – April 29, 2005	Scheduled Testing Period
(5.0 Days)	May 2, 2005 – May 6, 2005	Unscheduled Activities Period

NOTE:

The calendar will be used in effecting all academic year appointments (39 contiguous weeks or 195 days). It provides for a period of instruction (less Holidays and Spring Break) that averages not more than **75** days per semester – 75 days for the Fall Semester and **73** days for the Spring Semester – and periods for testing, advising and other scheduled activities that average not more than 10 days per semester – **10** days for the Fall Semester and **10** days for the Spring Semester. Weekends are not included in the number of days listed.

The appointment period for twelve months or calendar years appointments shall extend from August 9, 2004 to August 8, 2005.

**Summer Terms 2005 Academic Year
Appointments Periods**

Term A – May 9 to June 17, 2005 (6 weeks session).

Memorial Day, May 30, 2005 (Holiday); classes suspended; offices closed.

Term B – June 27 to August 5, 2005 (6 weeks session).

Independence Day, July 4, 2005 (Holiday); classes suspended; offices closed.

Term C – May 9 to August 5, 2005 (13 weeks session).

Memorial Day, May 30, 2005 (Holiday); classes suspended; offices closed.

Independence Day, July 4, 2005 (Holiday); classes suspended; offices closed.

**SCHEDULE FOR SABBATICAL AND PROFESSIONAL
DEVELOPMENT LEAVE PROGRAMS AND COMMITTEE**

September 6, 2004

Memorandum from provost to faculty and A&P staff through their respective deans or directors advising them of (a) program requirements; (b) where applications are available, and (c) the deadline for submission.

September 6, 2004

Memorandum from provost to the respective deans and directors advising them of the requirement to hold elections for tenured faculty to select committee members.

September 20, 2004

Respective deans and directors to inform provost of names of elected committee members.

October 8, 2004

Deadline for receipt of completed applications. Applicants must ensure that all applications are signed by individuals listed on either page 2 of the Professional Development Leave Application or page 3 of the Sabbatical Leave Application

October 25, 2004

Committee to be convened by the provost for orientation and election of a chairperson who will be given all applications.

October 25 – November 19, 2004

During this period, committee will review and evaluate applications and submit their prioritized recommendations to the provost by **November 19, 2004**.

November 22, 2004

Prioritized recommendations of committee submitted to president for final action.

December 8, 2004

Sabbatical Leave and Professional Development Leave Awards announced by President.

**SCHEDULE FOR
PROMOTION AND TENURE
2004-2005**

<u>ACTION</u>	<u>SUBMISSION DATE</u>	<u>ACTION OFFICE</u>
Submission of Promotion and Tenure Application Files	September 17, 2004	Eligible Employees
College/School Committee Recommendations*	October 22, 2004	College/School Committee
College/School Recommendations	November 19, 2004	Deans
Meeting of University Committee	December 1, 2004	Provost
University Committee's Recommendations	February 7, 2005	Committee Chair
Provost's Review	March 7, 2005	Provost
Notification of President's Action	April 8, 2005	President
Consideration by Board of Trustees (Tenure only)	May 2005	Board of Trustees
Notification of Board of Trustees Action	May/June 2005	Board of Trustees
Effective Date of Promotion and Tenure Actions	August 8, 2005	Board of Trustees

***NOTE: Special call meetings of the University-wide Committee may occur at any point in the academic year to deal with tenure as a condition of employment. The Board of Trustees will consider these applications at the November and May meetings.**

**FACULTY SENATE SCHEDULE
OF ACTIVITIES
2004 - 2005 Academic Year**

Fall Semester 2004

Faculty Senate Steering Committee Meetings

Steering Committee meetings are held the first Monday of each month except January, when the Steering Committee meeting is held on a different day of the week.

1. **Monday, September 13, 2004** 12:00 p.m. Tucker Hall., Rm. 113
2. **Monday, October 4, 2004** 12:00 p.m. Tucker Hall., Rm. 113
3. **Monday, November 1, 2004** 12:00 p.m. Tucker Hall., Rm. 113
4. **Monday, December 6, 2004** 12:00 p.m. Tucker Hall., Rm. 113

Faculty Senate Meetings

Faculty Senate meetings are held the third Tuesday of each month except for **December** and **May**, when meetings are held at a different time of the month.

1. **Tuesday, September 21, 2004** 3:00 p.m. Lee Hall Auditorium
2. **Tuesday, October 19, 2004** 3:00 p.m. Lee Hall Auditorium
3. **Tuesday, November 16, 2004** 3:00 p.m. Lee Hall Auditorium
4. **Tuesday, December 13, 2004** 3:00 p.m. Lee Hall Auditorium

Swearing-in of new Faculty Senators for the 2004-2005 Academic Year

The Swearing-in of the new Senators will be done at the **Tuesday, September 21, 2004** Faculty Senate meeting.

Faculty Senate Annual Retreat/Meeting

When: Monday, May 3, 2004
Where: Teleconference Center
Time: 10:00 a.m. – 5:00 p.m.

Spring Semester 2004

Faculty Senate Steering Committee Meetings

- | | | |
|------------------------------------|------------|-----------------------|
| 1. Monday, January 3, 2005 | 12:00 p.m. | Tucker Hall., Rm. 113 |
| 2. Monday, February 7, 2005 | 12:00 p.m. | Tucker Hall., Rm. 113 |
| 3. Monday, March 14, 2005 | 12:00 p.m. | Tucker Hall., Rm. 113 |
| 4. Monday, April 4, 2005 | 12:00 p.m. | Tucker Hall., Rm. 113 |

Faculty Senate Meetings

- | | | |
|--------------------------------------|------------|-----------------------|
| 1. Tuesday, January 18, 2005 | 3:00 p.m. | Lee Hall Auditorium |
| 2. Tuesday, February 15, 2005 | 3:00 p.m. | Lee Hall Auditorium |
| 3. Tuesday, March 15, 2005 | 3:00 p.m. | Lee Hall Auditorium |
| 4. Tuesday, April 19, 2005 | 3:00 p.m. | Lee Hall Auditorium |
| 5. Tuesday, May 3, 2005 | 10:00 a.m. | Teleconference Center |

Selection of Teachers, Advisors, Advanced Teachers, and Graduate Teachers of the Year:

Nominations for Teachers, Advisors, Advanced Teachers, and Graduate Teachers of the Year will be accepted **Monday, October 11, 2004** to 5:00 p.m. on **Monday, November 15, 2004** in the Office of the Faculty Senate. Nominations may be mailed or hand-delivered to the Faculty Senate Office.

NOTE: Nomination forms and criteria for the awards are available in the following offices:

1. Provost and Vice President for Academic Affairs
2. Coleman Library
3. Dean's Offices
4. Faculty Senate Office, and the
5. Student Government Association Office

The Provost will submit applications for committee evaluations no later than **Friday, December 6, 2004.**

All nominees must submit applications for committee evaluations no later than **Friday, February 14, 2004.**

The Teachers, Advisors, Advanced Teachers, and Graduate Teachers of the Year evaluations will be conducted **Monday, February 21, 2005 – Monday, March 7, 2005**.

The Teachers/Adviser of the Year, and the Advanced Teacher and Graduate Teacher of the Year Committees will interview award finalists **Tuesday, March 15 – Friday, March 18, 2005**.

The Teachers/Adviser of the Year, and the Advanced Teacher and Graduate Teacher of the Year Committees must submit their recommendations of award recipients to the Office of the Faculty Senate, by **Monday, March 21, 2005**.

NOTE: All dates are contingent upon the number of applicants. Temporary employees such as, OPS personnel, visiting professors, adjunct professors, and other are ineligible for these award.

Selection of Honorary Doctoral Degree Candidates

The deadlines for nominating Honorary Doctoral Degree candidates are on **October 4, 2005; February 7, 2005; and March 18, 2005**.

The Faculty Senate Honorary Doctoral Degree Committee will review candidates for the honorary doctoral degree **October 5 – 8, 2004 (Fall); February 7 – 11, 2005 (Spring); and March 30 – April 5, 2005 (Summer)**.

The Faculty Senate will approve all honorary doctoral degree candidates by **October 22, 2004 (Fall); February 18, 2005 (Spring); and April 22, 2005 (Summer)**. The Provost and Vice President for Academic Affairs shall make recommendations to the University President by **October 29, 2004 (Fall); February 25, 2005 (Spring); and April 29, 2005 (Summer)**. The University President shall make recommendations to the FAMU Board of Trustees by **November 5, 2004 (Fall); March 3, 2005 (Spring); and May 3, 2005 (Summer)**. The FAMU Board of Trustees shall approve recipients by **November 15, 2004 (Fall); March 25, 2005 (Spring); and May 31, 2005 (Summer)**.

Selection of Professor Emeritus Candidates

The deadline for nominating Professor Emeritus candidates are on **October 4, 2004 (Fall); February 7, 2005 (Spring); and March 18, 2005 (Summer)**.

The Faculty Senate Professor Emeritus Committee will review candidates for the honorary doctoral degree **October 4 – 8, 2004 (Fall); February 7 -11, 2005 (Spring); and March 28 – April 1, 2005 (Summer)**.

The Faculty Senate will approve all Professor Emeritus candidates by **October 21, 2004 (Fall); February 18, 2005 (Spring); and April 22, 2005 (Summer)**.

Selection of the Gold Medallion Candidates

The deadline for nominating the Gold Medallion candidates is **February 14, 2005**.

The Faculty Senate Steering Committee will review candidates for the Gold Medallion award and will determine the award winner for the August (**Summer**) Commencement.

Steering Committee Vote

Election of New Faculty Senate Representatives from Each Academic Unit

Each dean/director should hold elections to elect new Faculty Senate representatives for their academic units during the **first two weeks of March (March 1 through March 14, 2005)**. Senators shall be elected unit wide and not by departments or divisions. Once each academic dean/director has held elections for new Senate representatives, the deans/directors should submit the names of the newly elected Senators to the Office of the Provost and Vice President for Academic Affairs and send a copy of the new representative names to the Office of the Faculty Senate by **Tuesday, April 5, 2005**.

The Provost and Vice President for Academic Affairs will send congratulatory letters to newly elected academic unit Senate representatives by **April 22, 2005**.



Florida A&M University

2004 - 2004 Calendar

Office of the University Registrar



	<u>Fall 2004</u>	<u>Spring 2005</u>
Early Web Registration	7/2-15	11/10-30
Early On-Campus Registration	7/6-15	
Regular Web Registration	8/6-26	12/1 - 1/7
Residency Classification Period	7/14-8/15	11/24-12/26
Residence Halls Open (New Students)	8/16	1/2
New Student Orientation	8/17-23	1/2
Regular Registration & Add/Drop	8/18-22	1/5-6
Late Registration & Add/Drop (Telephone/Web)	8/23-28	1/7-9
Late Registration & Add/Drop (On-Campus)	8/25-28	1/7-9
Graduation Applications Due To Advisors	8/25	1/7
1 st Class Meeting	8/25	1/7
State Employee/Special Stud. Registration	8/27	1/9
Last day to pay 100% of Registration Fees	8/29	1/13
Reinstatement	9/3-23	1/15-2/4
Graduation Applications Due from Deans	9/23	2/4
25% Refund for Withdrawal from University	9/23	2/4
ROOM AND BOARD PAYMENTS		
50% PAYMENT	9/12	2/6
BALANCE DUE	10/10	3/5
HOLIDAYS		
LABOR DAY		9/1
VETERAN'S DAY		11/11
THANKSGIVING		11/27-28
MARTIN LUTHER KING DAY	1/19	
SPRING BREAK	3/8-12	
Last day to request Meal plan Removal	9/19	2/3
Last day for withdrawal: Course/University	10/13	3/4
Last day for Instructors to submit "I"		
Change of Grade	12/5	4/23
Early Spring Registration 2005 (on-campus)		11/10-14
Last day of classes	12/5	4/23
Final Examinations	12/8-12	4/26-30
Commencement	12/12	5/1
Residence Halls Close	12/13	5/2
Grades Due to Registrar's Office (12 Noon)	12/15	5/3

**Florida A&M University
Office of the University Registrar**

Summer Term, 2005 – Session “A”

March 28 – April 22, 2005	Students to make application for reclassification of residence for Session “A”.
March 21 – April 1, 2005	Early Web Registration.
May 5, 2005	Thursday-9:00 a.m.-Residence halls open for Session “A”.
May 5-6, 2005	Thursday-Friday-8:30 a.m.-4:00 p.m.-Regular Registration.
May 7, 2005	Saturday-Late registration and add/drop begins. A \$100.00 late registration fee shall be charged to students registering on the Telephone on or after this date.
May 9, 2005	Tuesday-First meeting of classes. On-campus late registration and add/drop begins. A \$100.00 late fee shall be charged to students registering on-campus or after this date. Students expecting to graduate Summer Term should initiate a graduation check with their advisors.
May 11, 2005	Wednesday-8:30 a.m.-4:00 p.m.-Registration for faculty and staff of Florida, special students and senior citizens. Wednesday-8:30 a.m.-4:00 p.m.-Late registration and add/drop ends. Students will not be permitted to register or alter fees after this date. Last day to drop a course(s) or withdraw from the university and receive a full refund. Students are liable for fees appearing on their schedules after 4:00 p.m.

	Last day to change from audit to credit or vice versa.
May 17, 2005	Last day to apply for admission or readmission to the university for Fall Semester. Applications and all credentials must have been received in the Office of Admissions by this date.
May 18, 2005	Wednesday-4:00 p.m.-Last day to pay 100% of total registration/tuition fess; submit billing waiver or V.A. or third-party deferment request to avoid cancellation of registration.
May 19, 2005	Thursday-Reinstatement period begins for students who failed to pay fees by the deadline. A \$100.00 late payment/Reinstatement fee is required. Last day to request Mealplan removal.
June 1, 2005	Wednesday-End of reinstatement period. Course schedules for Summer Semester will be PERMANENTLY CANCELLED if fees are not paid by 4:00 p.m. to the Cashier's Office. 4:00 p.m.-Last day to withdraw from the university and receive partial refund. Only 25% of tuition may be refunded. Last day for deans to submit applications for Summer graduation to the Registrar's Office. Final payment due for room and board. All residence hall students must pay the balance due for room and board by 4:00 p.m. to Cashier's Office.
June 3, 2005	Friday-Last day to withdraw from the university or a course with a grade of "W" (no refund is due, nor does withdrawal negate fee liability). End of deferred payment period fro recipients of Veterans benefits.
June 16-17, 2005	Thursday-Friday-Final examinations.
June 17, 2005	Friday-End of Summer Session "A".
June 18, 2005	Saturday-9:00 a.m.-Residence halls close.

July 4, 2005	Monday-Independence Day (Holiday); classes suspended; offices closed.
July 7-15, 2005	On-Campus registration for Fall Semester.
July 5-14, 2005	Tuesday-Thursday-Total Orientation Program for New Students (TOPS).
July 5-8, 2005	Tuesday-Friday-Academic Advisement for the Fall Semester for all currently enrolled degree-seeking students.
July 5-15, 2005	Tuesday-Friday-8:30 a.m.-4:00 p.m.-Early on-campus registration for the Fall Semester.
July 29, 2005	Friday-Last day for instructors to submit change-of-grade forms to Registrar's Office for removal of incomplete ("I") grades received by students for the preceding term of attendance in order to prevent to the conversion of incomplete ("I") grade(s) to permanent grade of "F".
August 5, 2005	Friday-6:00 p.m.-Commencement Exercises
August 8, 2005	Monday-12:00 Noon-All grades due in the Office of the University Registrar.

**Florida A&M University
Office of the University Registrar**

Summer Term, 2005 – Session “B”

May 17-June 11, 2005	Students to make application for reclassification of residence for Session “B”.
June 28, 2005	Students expecting to graduate Summer Term should initiate a graduation check with their advisors.
April 30-May 12, 2005	Web Registration
June 22, 2005	Wednesday-Residence halls open for Session “B”.
June 23-24, 2005	Thursday-Friday. Orientation, testing, and registration for new students. Academic Advisement and registration for returning students.
June 25, 2005	Saturday-Late registration and add/drop begins. A \$100.00 late registration fee shall be charged to students registering on the Telephone on or after this date.
June 27, 2005	Monday-First meeting of classes. On-campus late registration and add/drop begins. A \$100.00 late registration fee shall be charged to students registering on-campus or after this date.
June 28, 2005	Tuesday-4:00 p.m.-Late registration and add/drop ends. Students will not be permitted to register or alter fees appearing on their schedule after this date. Last day to change from audit or credit or vice versa. 8:30 a.m.-4:00 p.m.-Registration for faculty and staff of Florida, special students and senior citizens.
June 29, 2005	Last day for deans to submit applications for Summer graduation to the Registrar’s Office.

July 1, 2005	Friday-4:00 p.m.-Last day to pay 100% of total registration/tuition fees; submit billing waiver or V.A. or third-party deferment request to avoid cancellation of registration.
July 4, 2005	Monday-Independence Day (Holiday); classes suspended; offices closed.
July 5, 2005	Tuesday-Reinstatement period begins for students who failed to pay fees by the deadline. A \$100.00 late payment/Reinstatement fee is required. Last day to request Mealplan removal.
July 5-14, 2005	Tuesday-Thursday. Total Orientation Program for New Students (TOPS).
July 6-15, 2005	Web registration for Fall Semester.
July 11, 2005	Monday-End of reinstatement period. Course schedules for Summer Semester will be PERMANENTLY CANCELLED if fees are not paid by 4:00 p.m. to the Cashier's Office. 4:00 p.m.-Last day to withdraw from the university and receive partial refund. Only 25% of tuition may be refunded. Final payment due for room and board. All residence hall students must pay the balance due for room and board by 4:00 p.m. to Cashier's Office.
July 5-8, 2005	Tuesday-Friday. Academic Advisement for the Fall Semester for all currently enrolled degree-seeking students. Tuesday-Friday. 8:30 a.m.-4:00 p.m.-Early on-campus registration for the Fall Semester.
July 9, 2005	Saturday-8:30 a.m.-12:00 p.m.-Early on-campus registration for the Fall Semester.
July 15, 2005	Friday-Last day to withdraw from the university or a course with a grade of "W" (no refund is due, nor does withdrawal negate fee liability).

End of deferred payment period for recipients of Veterans benefits.

July 29, 2005

Friday-Last day for instructors to submit change-of-grade forms to Registrar's Office for removal of incomplete ("I") grades received by students for the preceding term of attendance in order to prevent the conversion of incomplete ("I") grade(s) to permanent "F".

August 4-5, 2005

Thursday-Friday. Final Examinations

August 5, 2005

Friday-End of Summer Session "B".

6:00 p.m.-Commencement Exercises

August 6, 2005

Saturday-9:00 a.m.-Residence hall close

August 8, 2005

Monday-12:00 Noon-All grades due in the Office of the University Registrar.

**Florida A&M University
Office of the University Registrar**

Summer Term, 2005 – Session “C”

March 29-April 23, 2005	Students to make application for reclassification of residence for Session “C”.
April 30-May 12, 2005	Web Registration
May 5, 2005	Thursday-9:00 a.m.-Residence halls open for Session “C”.
May 5-6, 2005	Thursday-Friday-8:30 a.m.-4:00 p.m.-Regular Registration
May 7, 2005	Saturday-Late Telephone registration and add/drop begins. A \$100.00 late fee shall be charged to students registering on the Telephone on or after this date.
May 9, 2005	Tuesday-First meeting of classes On-campus late registration and add/drop begins. A \$100.00 late registration fee shall be charged to students registering on-campus or after this date. Students expecting to graduate Summer Term should initiate a graduation check with their advisors.
May 11, 2005	8:30 a.m.-4:00 p.m.-Registration for faculty and staff of Florida, special students and senior citizens. 4:00 p.m.-Late registration and add/drop ends. Students will not be permitted to register or alter fees after this date. Last day to drop a course(s) or withdraw from the university and receive a full refund. Students are liable for fees appearing on their schedules after 4:00 p.m. Last day to change from audit to credit or vice versa.

May 18, 2005
Wednesday-4:00 p.m.-Last day to pay 100% of total registration/tuition fees; submit billing waiver or V.A. or third-party deferment request to avoid cancellation of registration.

Last day to apply for admission or readmission to the university for Fall Semester. Applications and all credentials must have been received in the Office of Admissions by this date.

Wednesday-Reinstatement period begins for students who failed to pay fees by the deadline. A \$100.00 late payment/Reinstatement fee is required.

Last day to request Mealplan removal.

May 30, 2005
Monday-Memorial Day (Holiday); classes suspended; offices closed.

June 1, 2005
Wednesday-End of reinstatement period. Course schedules for Summer Semester will be **PERMANENTLY CANCELLED** if fees are not paid by 4:00 p.m. to the Cashier's Office.

4:00 p.m.-Last day to withdraw from the university and receive partial refund. Only 25% of tuition may be refunded.

Last day for deans to submit applications for Summer graduation to the Registrar's Office.

Final payment due for room and board. All residence hall students must pay the balance due for room and board by 4:00 p.m. to the Cashier's Office.

June 4, 2005
Friday-Last day to withdraw from the university or a course with a grade of "W" (no refund is due, nor does withdrawal negate fee liability).

End of deferred payment period for recipients of Veterans benefits.

July 4, 2005
Monday-Independence Day (Holiday); classes suspended; offices closed.

July 5-8, 2005	Tuesday-Friday-Academic advisement for the Fall Semester for all currently enrolled degree-seeking students.
	Tuesday-Friday-8:30 a.m.-4:00 p.m.-Early on-campus registration for the Fall Semester.
July 5-14, 2005	Tuesday-Thursday-Total Orientation Program for New Students (TOPS).
July 6-15, 2005	Web registration for Fall Semester
July 9, 2005	Saturday-8:30 a.m.-12:00 p.m.-Early on-campus registration for the Fall Semester.
July 29, 2005	Friday-Last day for instructors to submit change-of-grade forms to Registrar's Office for removal of incomplete ("I") grades received by students for the preceding term of attendance in order to prevent the conversion of incomplete ("I") grade(s) to permanent grade of "F".
August 4-5, 2005	Thursday-Friday. Final Examinations.
August 5, 2005	Friday-End of Summer Session "C" 6:00 p.m.-Commencement Exercises
August 6, 2005	Saturday-9:00 a.m.-Residence halls close
August 8, 2005	Monday-12:00 Noon-All grades due in the Office of the University Registrar.

Schedule for CLAST Examinations

Fall 2004

September 3, 2004 Deadline to register for the October 2, 2004
CLAST Examination

October 2, 2004 State CLAST Administered

Spring 2005

January 21, 2005 Deadline to register for the February 19, 2005
CLAST Examination

February 19, 2005 State CLAST Administered

Summer 2005

May 6, 2005 Deadline to register for the June 4, 2005
CLAST Examination

June 4, 2005 State CLAST Administered

ANNUAL ALL-UNIVERSITY CONVOCATIONS 2004-2005

<u>TYPE</u>	<u>DATE/TIME</u>	<u>LOCATION</u>
President's Convocation (Classes Suspended)	Aug. 27, 2004 10:10 a.m.	Gaither Gym
Founders Day Convocation	Oct. 3, 2004 10:10 a.m.	Gaither Gym
Homecoming Convocation (Classes Suspended)	Oct. 22, 2004 10:10 a.m.	Gaither Gym
Martin Luther King, Jr. Convocation (Classes Suspended)	Jan. 13, 2005 10:10 a.m.	Gaither Gym
African/American Convocation (Classes Suspended)	Feb. 17, 2005 10:15 a.m.	Gaither Gym
Honors Convocation (Classes Not Suspended)	Mar. 24, 2005 10:00 a.m.	Lee Hall

COMMENCEMENT EXERCISES 2004-2005

Summer 2004 Commencement	Friday, August 6, 2004	Leon County Civic Center
Fall 2004 Commencement	Friday, December 10, 2004	Leon County Civic Center
Spring 2005 Commencement	Saturday, April 30, 2005	Bragg Stadium
Summer 2005 Commencement	Friday, August 5, 2005	Leon County Civic Center
Fall 2005 Commencement	Friday, December 16, 2005	Leon County Civic Center

INTERNATIONAL EDUCATION AND DEVELOPMENT

- 1. Semester Abroad Programs**
Contact: Ms. Karen Mitchell
(850) 599-3295 or 599-3562
Fall, Spring and Summer 2004-2004
Location: Dominican Republic
- 2. Spring Break Excursions**
Contact: Ms. Karen Mitchell
(850) 599-3295 or 599-3562
March 2004
Location: Dominican Republic
- 3. Study Abroad Conference**
Contact: Ms. Karen Mitchell
(850) 599-3295 or 599-3562
March 2004
Location: TBA
- 4. Summer Service Program (Tanzania)**
Contact: Karen Mitchell
(850) 599-3295 or 599-3562
June/July 2004
- 5. International Education Week**
Contact: Agnes Coppin
(850) 599-3295 or 599-3562
November 2004
- 6. International Awareness Week**
Contact: Agnes Coppin
(850) 599-3562 or 599-3295
February 2004
- 7. International Students and Visiting Scholars Reception**
Contact: Avis Simmonds
(850) 599-3562 or 599-3295
Fall 2004
- 8. International Students Orientation**
Contact: Agnes Coppin
(850) 599-3562 or 599-3295
Fall 2004 and Spring 2004

Florida A&M University 2005 Football Schedule

September 4	University of Illinois (at Champaign, Ill)	Time: TBA
September 11	Tulane (at New Orleans, LA) <i>New Orleans Classic</i>	Time: TBA
September 18	Temple (at Philadelphia, PA)	Time: TBA
September 25	Tennessee State (at Atlanta, GA) <i>Atlanta Classic</i>	Time: 3:00PM
October 2	VIRGINIA UNION	Time: 7:00PM
October 9	NICHOLLS STATE	Time: 7:00PM
October 16	Virginia Tech (at Blacksburg, VA)	Time: TBA
October 23	SAVANNAH STATE	Time: 3:00PM
October 30	FLORIDA ATLANTIC	Time: 4:00PM
November 20	Bethune-Cookman (at Orlando, FL) <i>Florida Classic</i>	Time: 4:00PM
November 27	Florida International (at Miami, FL) <i>Orange Blossom Classic</i>	Time: 1:00PM

Home games denoted in **BOLD**.