

### III. ACADEMIC AFFAIRS

#### A. University Calendar

1. The university shall develop a University Calendar containing significant academic dates and events during the twelve-month period commencing with each fall term. The University Calendar shall become effective when approved by the President and shall be published in the official University Catalog.
2. The University Calendar shall contain the following dates and such other dates as are necessary and appropriate: opening and closing dates of each term; registration dates, including the date after which a fee for late registration will be charged; last day for withdrawal; final examination periods; recognized holidays; vacations; and commencement.

**B. Degrees**

**1. Earned Degrees**

- a. The university shall develop requirements for earned degrees. The requirements and any changes shall become effective when approved by the President.
- b. Earned degrees shall be conferred by the university pursuant to the authority vested in the Board upon satisfactory completion of all degree requirements and recommendation to the President by the faculty. At the discretion of the President, and upon satisfactory completion of all degree requirements, students may receive their degrees prior to scheduled commencement exercises.

**2. Honorary Degrees**

**a. Criteria**

Honorary degrees may be awarded by the Board to persons who have achieved a record of major distinction at the state or national level in such areas as education, public service, research, humanities, business, or the professions. In exceptional circumstances, honorary degrees may be awarded to persons who, though they have not achieved national or statewide recognition, have made an especially outstanding and significant contribution to the university or higher education.

**b. Procedure**

Honorary degrees may be awarded only by approval of the Board upon the recommendation of the President. The President shall establish a representative committee, composed of faculty and academic staff, which shall recommend to the President proposed honorary degree recipients selected from nominations by the faculty, students, staff, and alumni. Before requesting Board approval, the President shall submit to the Board written information concerning the candidate's achievements and any significant contributions to the university, higher education, or the State of Illinois. Board approval of candidates should normally be obtained at least two months prior to the award of the degree and not more than two honorary degrees may be awarded by the university each year.

**c. Limitations**

Elected or appointed public officials in state or local government, members and employees of the Board, and members and employees of the Board of Higher Education are ineligible for award of an honorary degree during their term of office or employment.

**C. Academic Programs and Plans**

1. A request for initiation of a new degree program or a new unit of instruction, research, or public service, including the establishment of a college, school, department, division, center, or institute, shall be presented to the Board for approval and, where applicable, to the Board of Higher Education. The President shall make recommendations to the Board concerning such matters.
2. A request for initiation of an off-campus program which requires Board of Higher Education approval shall be submitted to the Board for approval prior to being submitted to the Board of Higher Education. The President shall make recommendations to the Board concerning such matters.
3. A request for a reasonable and moderate extension of an existing program shall be submitted to the President for approval and, where applicable, to the Board of Higher Education.
4. A request to add or delete courses shall be submitted to the President for approval.
5. The President shall conduct an annual review of each of the academic programs offered at the university and shall submit copies of all reports prepared for the Illinois Board of Higher Education.

**D. Grants and Contracts**

1. The university shall develop policies concerning grants and contracts. The policies and any changes shall become effective when approved by the President.

The policies shall contain the following provisions and such other provisions as are necessary and appropriate:

- a. Provisions for the review and administration of grants and contracts which shall insure their consistency with the university's academic mission, instructional commitments, and financial capabilities.
  - b. Provisions to insure that persons engaged in grant or contract funded activities do not have conflicts of interest that could compromise the integrity of the activities and the university.
  - c. Provisions to safeguard human subjects involved in research activities.
2. Grants and contracts shall be approved by the President.