

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Master Calendar Policy

POLICY NUMBER:

EFFECTIVE DATE: September 18, 2015

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

It is the policy of Southeastern University that all SEU related events taking place on or off campus, including global, A, B and C-level (excluding residential programming) events, as well as events which host outside guests, be submitted to go on the Master Calendar.

PURPOSE:

1. Enable academic programming and events that require long-range commitment to be placed on a calendar three to five years ahead of the current year
2. Provide longer lead-time for scheduling rentals and outside groups
3. Provide global-level events to be established prior to lower-level programming

SCOPE:

Administration, faculty, staff and students

DEFINITIONS:

- Master Calendar: comprehensive calendar of all dates and events that are associated with Southeastern University
- Academic programming: academic dates and deadlines
- Global events: Campus-wide events including staff, faculty, and students
- A-level events: Expected attendance between 400-700
- B-level events: Expected attendance between 150-399
- C-level events: Expected attendance up to 150 (excluding residential programming)
- Master Calendar Committee: deans and/or director representatives of every department on campus

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

The Master Calendar committee meets at the start of every spring semester to begin compiling dates for the following academic year. This calendar is then created and made public by the conclusion of the spring semester on the j-drive and on the SEU website.

Dates are added to the calendar with special attention to academic programming, in addition to holidays, breaks and other global-level events approved through the Leadership Team.

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All SEU related events/dates, either on or off campus, must be submitted to go on the Master Calendar prior to publication or promotion taking place. This will ensure that no global, community, or schedule conflicts arise out of unknown activities being planned. As the planned event becomes more than just a concept, the event needs Master Calendar clearance.

If events/dates need to be added or changed throughout the academic year, they can be submitted by the following procedure:

1. Details of change or addition must be sent from the department head to the Student Services Coordinator, Sabrina O’Gorman, at seogorman@seu.edu.
 - Events hosted by a chartered club or organization must go through Events Board for approval and to be placed on the Master Calendar.
 - Rental events that encumber space on campus must also be submitted to go on the Master Calendar. Only those that take place during the traditional academic year will be placed on the calendar, labeled “Rental Event.”
2. Student Services will evaluate and reply to the request.
3. Changes will then be made to the calendar and sent to Enrollment Marketing for online updates.
4. Any webpage or document with date information needs to be updated in accordance with changes submitted.

*Please note that room/space reservations for your event are a separate process that needs to be made through Astra, SEU’s online reservation system.

DISTRIBUTION:

Southeastern University employees.

AUTHOR:

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