

## 2014-2015 ACADEMIC AFFAIRS ADMINISTRATION CALENDAR

<b>April 2014</b>	
April 18-May 12	May Mini-Session Open Registration ends at 6 p.m.
April 18-May 30	Summer Open Registration and Advising ends at 5 p.m.
April 18-August 22	Fall Open Registration and Advising ends by 5 p.m.
<b>May 2014</b>	
May 1	Summer 2014 Application Deadline for New Graduate Students in all Academic schools (some programs have earlier deadlines)
May 12	First Class Day May Mini-Session
May 13	May Mini-Session Fee Payment Deadline by noon
May 13	Census Date for May Mini-Session
May 19	Summer I and II 2014 Priority Application Deadline for Undergraduate Transfer, Former and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the Application and will be processed for Late Registration).
May 22	New Transfer & Graduate Student Orientation
May 26	Last Day to Drop/Withdraw (May Mini-Session)
May 30	Last Class Day/Final Exam (May Mini-Session)
May 30	End of Summer Open Registration and Fee Payment Deadline
May 31-June 4	Summer I Late Registration/Add/Drop
<b>June 2014</b>	
June 1	Fall 2014 Application Deadline for International Students from institutions inside the US. (If the program's application deadline is earlier, students should apply by the program's application deadline).
June 1	Fall 2014 Freshman Final Application Deadline
June 2	Summer I 2014 Final Application and Documents Deadline
June 2	Summer I Classes Begin, (9-week, 8 week, and 1 <sup>st</sup> 5-week)
June 5	Fee Payment Deadline for Summer I Late Registration
June 5	Census Date (1 <sup>st</sup> 5 week Session)
June 5	Grades Due by 5 p.m. (May Mini-Session)
June 6	Summer 2014 New International Student Orientation
June 9	Census Date (8-week Session)
June 10	Official Census Date for Regular 9-week, Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade
June 11	Last Day to Apply for Summer Graduation
June 13	Freshmen and Sophomore Orientation, Advising and Registration
June 20	Freshmen and Sophomore Orientation, Advising and Registration
June 21	Freshmen and Sophomore Orientation, Advising and Registration
June 23	Last Day to Drop/Withdraw (1 <sup>st</sup> 5-week Session)
June 27	Freshmen and Sophomore Orientation, Advising and Registration

<b>July 2014</b>	
July 1	School Annual Reports due to AVPAA
July 5	Last Class Day/Final Exam, (1 <sup>st</sup> 5-week Session)
July 7	Classes Begin Summer II (2 <sup>nd</sup> 5-week and 2 <sup>nd</sup> 4-week Sessions)
July 7	Last Day to Drop/Withdraw (8-week Session)
July 7	Summer II 2014 Final Application and Documents Deadline
July 7-9	Summer II Late Registration
July 9	Census Date 2 <sup>nd</sup> 4-week Session
July 10	Census Date 2 <sup>nd</sup> 5-week Session
July 10	Grades Due by 5 pm (1 <sup>st</sup> 5-week Session)
July 10	Fee Payment Deadline for Summer II Late Registration
July 11 & 12	Freshmen and Sophomore Orientation, Advising and Registration
July 14	Last Day to Drop/Withdraw (9-week Session)
July 18 & 19	Freshmen and Sophomore Orientation, Advising and Registration
July 26	Last Class Day/Final Exam (8-week Session)
July 28	Last Day to Drop/Withdraw (2 <sup>nd</sup> 4-week Session)
July 28	Last Day to Withdraw (2 <sup>nd</sup> 5-week Session)
<b>August 2014</b>	
August 1	Fall 2014 Application Deadline for New Graduate Students in all Academic Schools. (some programs have earlier deadlines)
August 2	Last Class Day/Final Exam (2 <sup>nd</sup> 4-week Session)
August 2	Last Class Day/Final Exam, (9-week Session)
August 7	Grades Due by 5pm (9-week, 8-week, 4-week)
August 8	Freshmen and Sophomore Orientation, Advising and Registration
August 9	Last Class Day Summer II/Final Exam (2 <sup>nd</sup> 5-week Session)
August 9	Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)
August 11	Fall 2014 Priority Application Deadline for Undergraduate Transfer, Former and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the Application and will be processed for Late Registration until August 25, 2014.
August 12	New Transfer and Graduate Student Orientation
August 14	Grades Due by 5 p.m. (2 <sup>nd</sup> 5-week Session)
August 14	New Transfer and Graduate Student Orientation
August 15	Spring 2015 Freshman Priority Application Deadline
August 16	New Transfer and Graduate Student Orientation
August 18	Fall 2014 Financial Aid Disbursements Begin
August 18	Freshmen and Sophomore Orientation, Advising and Registration
August 18-20	New Faculty Orientation

August 21	Fall 2014 New International Student Orientation
August 21	New Transfer and Graduate Student Orientation, UHCL Pearland Campus
August 22	End of Fall Open Registration and Fall Fee Payment Deadline
August 23- September 2	Fall Late Registration/Add/Drop
August 25	Fall Classes Begin (First Class day Regular Session and 1 <sup>st</sup> 8-week Session)
August 25	Fall 2014 Final Application and Documents Deadline
August 28	Faculty Development & Support Fund Proposals to Associate Dean of HSH
<b>September 2014</b>	
September 1	University Holiday (Labor Day)
September 2	Census Date for 1 <sup>st</sup> 8 –week Session; Last Day to Drop or Withdraw without receiving a grade
September 3	Fee Payment Deadline for Fall Late Registration, 6 p.m. for all payment methods
September 5	Promotion and Tenure Files sent to Deans from faculty
September 10	Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session)
September 12	Promotion and Tenure Deadline for receipt of outside reviewers' evaluations
September 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
September 15	Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5 p.m. Follow format at <a href="http://prtl.uhcl.edu/portal/page/portal/osp/frsf">http://prtl.uhcl.edu/portal/page/portal/osp/frsf</a>
September 15	CBM003 THECB Fall Supplemental course inventory – file due to Registrar's Office
September 24	Last Day to Apply on time for Fall Semester Graduation (30 Days after 1 <sup>st</sup> class day)
September 26	Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure reviews during the past year
September 26	Post-Tenure review notification to tenured faculty members from the deans for the next year
September 29	Last Day to Drop/Withdraw (1 <sup>st</sup> 8-week Session)
September 30	Submission of Fall 2014 Application for Dissertation Defense
<b>October 2014</b>	
October 1	Spring 2015 Application Deadline for International Students from institutions outside of the US. (If the program's application deadline is earlier, students should apply by the program's application deadline)
October 1	CBM-009 Graduation Report Due
October 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
October 6	Spring 2015 Class Schedule Available Online (4- weeks prior to early registration)
October 15	Annual Course-Related Fee Requests and Projected Fee Budgets Due from Schools to AVPAA
October 15	CBM-001 Student Report Due & CBM-004 Class Report Due
October 15	CBM-00B Admissions Annual Report Due

October 15	CBM-005 Building and Room Report Due
October 15	Faculty Development & Support Fund Proposals Due to Dean of SOE
October 15	Spring 2015 Freshman Final Application Deadline
October 17	Spring 2015 Textbooks Orders Due to Bookstore
October 18	Last Class Day/Final Exam (1 <sup>st</sup> 8-week Session)
October 21	Fall 2014 Dissertation Defense
October 20	Classes Begin (2 <sup>nd</sup> 8-week Session)
October 22	Fee Payment Deadline for Fall II Registration
October 23	Grades Due by 5pm (1 <sup>st</sup> 8-week Session)
October 27	Census Date for 2 <sup>nd</sup> 8-week Session; Last Day to Drop or Withdraw without receiving a grade
October 31	Peer Review Committee and Associate Dean's P&T Recommendations to Dean
<b>November 2014</b>	
November 1	Spring 2015 Application Deadline for International Students from institutions in the US. (If the program's application deadline is earlier, students should apply by the program's application deadline)
November 1	CBM-011 THECB Facilities Room Inventory Report Due & CBM-014 THECB Facilities Building Inventory Report Due
November 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
November 3-13	Spring 2015 Early Registration and Advising (Tentative Dates)
November 6	Deadline for Submission of Theses/Projects to Library for Format Check
November 6	Faculty Development Leave Applications Due to Associate Dean of HSH
November 6	Faculty Development & Support Fund Proposals Due to Associate Dean of HSH
November 10	Last Day to Drop/Withdraw (Regular Session)
November 13	Fall 2014 Submission of Dissertation to Library for Format Check – Fall 2014
November 14	Deans' P&T Recommendations Due to Provost
November 14- January 16,2015	Spring Open Registration and Advising ends by 5 p.m.
November 15	Support Units/School representative update “assessment results” in assessment plan with previous year’s data and document if deletion, modification, and/or addition of outcomes, strategies, assessment methods and /or criteria for success is needed by updating the “use of results” based on historical multi-year data.  The assessment plan for the following is then updated with the identified deletion, modification and/or addition of outcomes, strategies, assessment and/or criteria for success. Related funding requests are submitted
November 17	Deadline for Submission of Theses/Projects to Dean
November 17	Faculty Development & Support Fund Proposals Due to Dean of SCE
November 18	Submission of Fall 2014 Dissertation to the Dean’s Office
November 24	Last Day to Drop/Withdraw (2 <sup>nd</sup> 8-week Session)
November 26-30	University Holidays - Thanksgiving (Students)

November 27-28	Thanksgiving Holidays (Staff)*
<b>December 2014</b>	
December 1	Spring 2015 Application Deadline for New Graduate Students in all Academic Schools (some programs have earlier deadlines)
December 1	Faculty Development Leave Applications Due to School Chair of SOE
December 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
December 5	Final Approval of Theses/Projects by Dean
December 6	Last Class Day for Fall (Regular Session)
December 6-13	100% Online Courses may schedule finals
December 8-13	Final Exams (Regular Session)
December 9	Final Approval of Fall 2014 Dissertation
December 11	Deadline for Approved Theses/Projects to be deposited in library
December 12	Faculty Development Leave Applications Due to School Chairs of SCE
December 13	Last Class Day/Final Exam (2 <sup>nd</sup> 8-wk Session)
December 13	Official Closing of the Fall Semester and Degree Conferral Date
December 13	Commencement Ceremonies, Location TBD (Tentative Date)
December 15	Deadline for notification of non-Reappointment of faculty from Deans to faculty in their second year of employment whose appointment will expire at the end of the academic year
December 16	Submission of approved Fall 2014 Dissertation to Library
December 16	Grades due by noon (Regular and 2 <sup>nd</sup> 8-week)
December 17	Blackboard Upgrade (Blackboard will be unavailable starting December 17 at 8 a.m.)
December 24- January 1, 2015	Server & Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)
December 24- January 2, 2015	University Holidays*
<b>January 2015</b>	
January 7	Provost's P&T Recommendations Due to President
January 10	New Transfer and Graduate Student Orientation
January 13	Spring 2015 Financial Aid Disbursement Begin
January 13	New Transfer and Graduate Student Orientation
January 13	Spring 2015 Priority Application Deadline for Undergraduate Transfer, Former and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the Application and will be processed for Late Registration until January 20, 2015).
January 15	Spring 2015 New International Student Orientation
January 15	Faculty Development & Support Fund Proposals Due to Dean of SOE
January 15	New Transfer and Graduate Student Orientation, UHCL Pearland Campus
January 16	End of Spring Open Registration and Fee Payment Deadline
January 16	New Transfer and Graduate Student Orientation

January 17-27	Spring Late Registration/Add/Drop
January 19	University Holiday - Martin Luther King *
January 20	Spring Classes Begin (First class day for Regular Session and 1 <sup>st</sup> 8-week Session)
January 20	Spring 2015 Final Application and Documents Deadline
January 22	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
January 27	Census Date (1 <sup>st</sup> 8-week Session); Last Day to Drop or Withdraw without receiving a grade
January 28	Fee Payment Deadline for Spring Late Registration by 6 p.m.
January 28	Deadline for Appeal of Promotion and Tenure Recommendations due to the appropriate filing office
<b>February 2015</b>	
February 1	CBM-002 THECB TSI Report Due
February 1	CBM-008 THECB Faculty Report
February 1	CBM-00S THECB Student Schedule Report Due
February 1	CBM-0E1 THECB Student End of Semester Report Due
February 1	Fall 2015 Freshman Priority Application Deadline
February 2	Summer/Fall 2015 Interim Course-Related Fee Requests due to AVPAA
February 4	Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw without receiving a grade (Regular Session)
February 15	CBM003 Spring Supplemental course inventory - file due to Registrar's Office
February 15	CBM-001 Student Report Due & CBM-004 THECB Class Report Due
February 16	Faculty Development & Support Fund Proposals Due to Dean of SCE
February 19	Last Day to Apply on time for Spring Semester Graduation on time (30 days after 1 <sup>st</sup> class day)
February 24	Last Day to Drop/Withdraw (1 <sup>st</sup> 8-week Session)
<b>March 2015</b>	
March 1	Summer 2015 Application Deadline for International students transferring from US Institutions and Institutions outside of the US. (If the program's application deadline is Fall, students should apply by the program's application deadline)
March 2	Deadline for Notification of Non-Reappointment of Faculty from Deans to Faculty In First Year of Employment Whose Appointment Will Expire at the End of the Academic Year
March 3	Faculty Development Leave Due to Provost
March 3	Submission Spring 2015 Application for Dissertation Defense
March 9	Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)
March 14	Last Class Day/Final Exam (1 <sup>st</sup> 8-week Session)
March 16	Dean's Report to Provost and Executive Director, OIE the names of Program Review Committee Chairs
March 16	Faculty Research Support Fund Proposals Due to Office of Sponsored Programs, via email by 5:00 p.m. Follow format at <a href="http://prtl.uhcl.edu/portal/page/portal/OSP/FRSF">http://prtl.uhcl.edu/portal/page/portal/OSP/FRSF</a>

March 16-21	Spring Holidays (Students)
March 19	Grades due by 5 p.m. (1 <sup>st</sup> 8-week Session)
March 20	Spring Holiday (Staff)
March 23	Classes Begin (2 <sup>nd</sup> 8-week Session)
March 24	Spring 2015 Dissertation Defense
March 25	Payment Deadline for Spring II Registration
March 27	Summer 2015 Textbooks Orders Due to Bookstore
March 30	Census Date for 2 <sup>nd</sup> 8-week Session; Last Day to Drop or Withdraw without receiving a grade
March 30	President's P&T Due to Chancellor
<b>April 2015</b>	
April 1	Fall 2015 Application Deadline for International Students from institutions outside the US. (If the program's application deadline is earlier, students should apply by the program's application deadline).
April 2	Faculty Development and Support Fund Proposals Due to Dean of BUS
April 2	Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty
April 2	Provost Sends Update of Faculty to Complete Third and Sixth Year Reviews to Deans Along with the Promotion and Tenure Calendar for the Upcoming Academic Year
April 2	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
April 6-16	Summer (Including May Mini-Session) and Fall Early Registration and Advising
April 7	Submission of Theses/Projects to Library for Format Check
April 10	Deans' Written notification to appropriate faculty of dates for submission of P&T review file
April 10	Deans' Written notification to faculty who will undergo 3rd year review
April 10	Provost Request to Deans for list of reappointments and non-reappointments of Non-Tenure Track Faculty Due May 1, 2015
April 14	Last Day to Drop/Withdraw (Regular Session)
April 14	Submission of Spring 2015 Dissertation to Library for format check
April 15	Faculty Development & Support Fund Proposals Due to Dean of SOE
April 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
April 16	Submission of Theses/Projects to Dean
April 17	Fall 2015 Textbooks Orders Due to Bookstore
April 17-May 18	May Mini-Session Open Registration ends at 6 p.m.
April 17-June 5	Summer Open Registration and Advising ends by 6 p.m.
April 17-August 21	Fall Open Registration and Advising ends by 5 p.m.
April 21	Submission of Spring 2015 Dissertation to the Dean's Office
April 27	Last Day to Drop/Withdraw (2 <sup>nd</sup> 8-week Session)
April 30	CBM003 Annual course inventory adds, changes and deletes – file due to Registrar's

	Office
<b>May 2015</b>	
May 1	Deadline for Final Approval of Theses/Projects by Dean
May 1	Summer 2015 Application Deadline for New Graduate Students in all Academic schools (some programs have earlier deadlines)
May 1	Deans' notification to Provost of status of Non-Tenure Track Faculty
May 1	Faculty Development and Support Fund Proposals Due to Dean of BUS
May 1	Candidates for Promotion to rank of Professor request review by notifying Deans
May 2-11	100% Online Courses may schedule Final Exams
May 4	Last Class Day of Spring (Regular Session)
May 5-11	Final Exams Spring (Regular Session)
May 7	Deadline for Deposit of approved Theses/ Projects in Library
May 8	Official Letter of reappointment sent from President to Non-Tenure Track Faculty
May 12	Deadline for spring 2015 Final Approval of Dissertation
May 14	Deadline for Notification of non-reappointment of faculty from Deans to faculty in Years 3, 4, and 5 whose appointments will expire at the End of May, 2015
May 16	Commencement Ceremonies (Tentative TBD)
May 16	Last Class Day/Final Exam (2 <sup>nd</sup> 8-week Session)
May 16	Official Closing of Spring Semester and Degree Conferral Date
May 18	First Class Day May Mini-Session
May 19	Submission of Spring 2015 Approved Dissertation to the Library
May 19	May Mini-Session Fee Payment Deadline by noon
May 19	Census Date for May Mini-Session
May 21	Grades Due by 5 p.m. (Regular and 2 <sup>nd</sup> 8-week Session)
May 25	University Holiday - Memorial Day*
May 26	Summer I And II 2015 Priority Application Deadline for Undergraduate Transfer, Former and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the Application and will be processed for Late Registration)
May 28	Faculty Development & Support Fund Proposals Due to Dean of HSH
<b>June 2015</b>	
June 1	Fall 2015 Application Deadline for International Students from institutions in the US. (If the program's application deadline is earlier, students should apply by the program application deadline)
June 1	Fall 2015 Freshman Final Application Deadline
June 1	Financial Aid Disbursements Begin for Summer 2015
June 1	Last Day to Drop/Withdraw (May Mini-Session)
June 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
June 3	Promotion & Tenure Candidates Provide External Evaluations File to Academic Associate (Usually Associate Dean)

June 4	Summer 2015 New International Student Orientation
June 5	Last Class Day/Final Exam (May Mini-Session)
June 5	End of Summer Open Registration and Fee Payment Deadline
June 6-10	Summer Late Register/Add/Drop
June 8	Summer I 2015 Final Application and Documents Deadline
June 8	Classes Begin, (9-week, 1 <sup>st</sup> 5-week)
June 8	Classes Begin, (8-week Session)
June 11	Grades Due by 5pm (May Mini-Session)
June 11	Census Date (1 <sup>st</sup> 5 week Session)
June 11	Academic Associate Dean Mails Letters and External Evaluations File to P&T candidates' outside reviewers
June 11	Fee Payment Deadline for Summer Late Registration – 6 p.m.
June 15	Census Date (8-week Session)
June 16	Official Census Date for Regular 9-week Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade
June 16	Submission of Summer 2015 Application for Dissertation Defense
June 18	CBM-002 THECB TSI Report Due
June 18	CBM-008 THECB Faculty Report Due
June 18	CBM-00S THECB Student Schedule Report Due
June 18	CBM-0E1 THECB Student End of Semester Report Due
June 29	Last Day to Drop/Withdraw (1 <sup>st</sup> 5-week Session)
<b>July 2015</b>	
July 1	OIE submits program review data to each Program Report Committee
July 1	School Annual Reports due to AVPAA
July 2	Last Day to Apply for Summer Graduation (45 days after first class day of May Mini-Session)
July 2	Faculty Development and Support Fund Proposals Due to Dean of BUS
July 3	University Holiday (Independence Day)*
July 7	Summer 2015 Dissertation Defense
July 7	Submission of Theses /Projects to Library for Format Check
July 11	Last Class Day/Final Exam (1 <sup>st</sup> 5-week Session)
July 13	Summer II 2015 Final Application and Documents Deadline
July 13	Classes Begin Summer II (2 <sup>nd</sup> 5-week and 2 <sup>nd</sup> 4-week Sessions)
July 13	Last Day to Drop/Withdraw (8-week Session)
July 13-15	Summer II Late Registration
July 15	CBM003 Summer Supplemental course inventory – file due to Registrar's Office
July 15	Census Date 2 <sup>nd</sup> 4-week Session
July 15	Faculty Development and Support Fund Proposals Due to Dean of SOE
July 16	Census Date 2 <sup>nd</sup> 5-week Session

July 16	Grades Due by 5pm (1 <sup>st</sup> 5-week Session)
July 16	Fee Payment Deadline for Summer II Late Registration end at 6 p.m.
July 17	Submission of Theses/Projects to Dean
July 20	Last Day to Drop/Withdraw (9-week Session)
July 21	Deadline for Submission of Summer 2015 Dissertation to Library for Format Check
July 28	Deadline for Submission of Dissertation for Summer 2015 to the Dean's Office
July 31	Deadline for Final Approval of Theses/Projects by Dean
<b>August 2015</b>	
August 1	Fall 2015 Application Deadline for New Graduate Students in all Academic Schools (some programs have earlier deadlines)
August 1	Last Class Day/Final Exam (8-week Session)
August 3	Last Day to Drop/Withdraw (2 <sup>nd</sup> 4-week Session)
August 3	Last Day to Withdraw (2 <sup>nd</sup> 5-week Session)
August 3	Deadline for Spring 2015 Interim Course-Related Fee Requests to AVPAA
August 3	Faculty Development and Support Fund Proposals Due to Dean of BUS
August 6	Deadline for Approved Theses/Projects to Be Deposited In Library
August 8	Last Class Day/Final Exam 2 <sup>nd</sup> 4-week Session
August 8	Last Class Day/Final Exam 9-week Session
August 11	Final Approval of Summer 2015 Dissertation
August 10	Fall 2015 Priority Application Deadline for Undergraduate Transfer, Former and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the Application and will be processed for Late Registration until August 24, 2015)
August 13	Grades Due by 5pm (9-week, 8-week, 4-week)
August 15	Last Class Day Summer II/Final Exam (2 <sup>nd</sup> 5-week Session)
August 15	Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)
August 15	CBM-001 Student Report Due and CBM-004 Class Report Due (Funding term for new base year)
August 18	Financial Aid Disbursements Begin for Fall 2014
August 18	Submission of Approved Summer 2015 Dissertation to the Library
August 20	Grades Due by 5 p.m. (2 <sup>nd</sup> 5-week Session)
August 24	Fall 2015 Final Application and Documents Deadline
August 24	Classes Begin Fall First Class Day (Regular Session and 1 <sup>st</sup> 8-week Session)

**\*Note: Holidays are tentative until official notification from Human Resources**