

## 2015-2016 ACADEMIC AFFAIRS ADMINISTRATION CALENDAR

April 2015	
April 17-August 21	Fall Open Registration and Advising ends by 5 p.m.
April 30	CBM003 Annual course inventory due to Registrar
May 2015	
May 1	Summer 2015 Application Deadline for New Graduate Students in all Academic schools (some programs have earlier deadlines)
May 18	First Class Day May Mini-Session
May 19	May Mini-Session Fee Payment Deadline by 1 p.m.
May 19	Census Date for May Mini-Session
May 21	New Student Orientation
May 26	Summer I and II 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).
June 2015	
June 1	Last Day to Drop/Withdraw (May Mini-Session)
June 1	Fall 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	Summer Financial Aid Disbursements begin
June 1	Fall Freshman Final Application Deadline
June 5	Last Class Day/Final Exam (May Mini-Session)
June 5	End of Summer Open Registration and Fee Payment Deadline
June 6	Summer New International Student Orientation
June 6-10	Summer I Late Registration/Add/Drop
June 8	Summer I Final Application and Documents Deadline
June 8	Summer I Classes Begin, (9-week, 8 week, and 1 <sup>st</sup> 5-week)
June 11	Fee Payment Deadline for Summer I Late Registration
June 11	Census Date (1 <sup>st</sup> 5 week Session)
June 11	Grades Due by 5 p.m. (May Mini-Session)
June 12	Student Orientation And Registration
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 17	Last Day to Apply for Summer Graduation (30 days after 1 <sup>st</sup> class day)
June 19	Student Orientation And Registration
June 27	Student Orientation And Registration
June 29	Last Day to Drop/Withdraw (1 <sup>st</sup> 5-week Session)
June 30	New Student Orientation

<b>July 2015</b>	
July 1	School Annual Reports due to AVPAA
July 1	First draft of spring schedule for 1000/2000 level courses is due to Provost Office (following business day if deadline falls on a weekend)
July 3	University Holiday (Independence)
July 10	Student Orientation And Registration
July 11	Last Class Day/Final Exam, (1 <sup>st</sup> 5-week Session)
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	Summer II Final Application and Documents Deadline
July 13-15	Summer II Late Registration
July 15	CBM003 Summer supplemental course inventory due to Registrar
July 15	Census Date 2 <sup>nd</sup> 4-week Session
July 16	Census Date 2 <sup>nd</sup> 5-week Session
July 16	Grades Due by 5 p.m. (1 <sup>st</sup> 5-week Session)
July 16	Fee Payment Deadline for Summer II Late Registration
July 16 & 18	Student Orientation And Registration
July 20	Last Day to Drop/Withdraw (9-week Session)
July 21	New Student Orientation
<b>August 2015</b>	
August 1	Last Class Day/Final Exam (8-week Session)
August 1	Fall Application Deadline for New Graduate Students in all Academic Schools. (some programs have earlier deadlines)
August 3	Last Day to Drop/Withdraw (2 <sup>nd</sup> 4-week Session)
August 3	Last Day to Drop/Withdraw (2 <sup>nd</sup> 5-week Session)
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 10	Fall 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 5 p.m. (9-week, 8-week, 4-week)
August 15	New Student Orientation
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	Spring Freshman Priority Application Deadline
August 17	Fall Financial Aid Disbursements Begin
August 17-19	New Faculty Orientation
August 18	Student Orientation And Registration
August 20	Grades Due by 5 p.m. (2 <sup>nd</sup> 5-week Session)

August 19 & 20	Fall New International Student Orientation
August 21	End of Fall Open Registration and Fall Fee Payment Deadline
August 22-August 31	Fall Late Registration/Add/Drop
August 24	Fall Classes Begin (First Class day Regular Session and 1 <sup>st</sup> 8-week Session)
August 24	Fall Final Application and Documents Deadline
August 28	Faculty Development & Support Fund Proposals to Associate Dean of HSH
August 31	Census Date for 1 <sup>st</sup> 8 –week Session; Last Day to Drop or Withdraw without receiving a grade
<b>September 2015</b>	
September 1	Fee Payment Deadline for Fall Late Registration, 6 p.m. for all payment methods
September 4	Promotion and Tenure Files sent to Deans from faculty
September 7	University Holiday (Labor Day)
September 9	Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session)
September 11	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 due to Registrar
September 23	Last Day to Apply on time for Fall Semester Graduation (30 Days after 1 <sup>st</sup> class day)
September 25	Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure reviews during the past year
September 25	Post-Tenure review notification to tenured faculty members from the deans for the next year
September 28	Last Day to Drop/Withdraw (1 <sup>st</sup> 8-week Session)
September 29	Submission of Application for Dissertation Defense
<b>October 2015</b>	
October 1	Spring 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 2	Faculty Development & Support Fund Proposals Due to Dean of BUS
October 5	Spring Class Schedule Available Online (4 weeks prior to early registration)
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	AIM Data Submission – Window Opens 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,

	<p>strategies, assessment methods and criteria for success is needed by updating the “use of results” based on historical multi-year data.</p> <p>The assessment plan for the following is then updated with the identified deletion, modification and/or addition of outcomes, strategies, assessment and criteria for success. Related funding requests are submitted.</p>
October 17	Spring Textbooks Orders Due to Bookstore
October 17	Last Class Day/Final Exam (1 <sup>st</sup> 8-week Session)
October 19	Classes Begin (2 <sup>nd</sup> 8-week Session)
October 20	Dissertation Defense
October 21	Fee Payment Deadline for Fall II Registration
October 22	Grades Due by 5 p.m. (1 <sup>st</sup> 8-week Session)
October 26	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 2015</b>	
November 1	Spring 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 1	First draft of summer schedule for 1000/2000 level courses is due to Provost Office (following business day deadline falls on a weekend)
November 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
November 2-12	Spring Early Registration and Advising (Tentative Dates)
November 5	Deadline for Submission of Theses/Projects to Library for Format Check
November 5	Faculty Development Leave Applications Due to Associate Dean of HSH
November 5	Faculty Development & Support Fund Proposals Due to Associate Dean of HSH
November 9	Last Day to Drop/Withdraw (Regular Session)
November 10	Submission of Dissertation to Library for Format Check
November 13	Deans’ P&T Recommendations Due to Provost
November 13- January 15, 2016	Spring Open Registration and Advising ends by 5 p.m.
November 15	<p>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.</p> <p>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</p>
November 16	Submission of Theses/Projects to Dean
November 16	Faculty Development & Support Fund Proposals Due to Dean of SCE
November 23	Last Day to Drop/Withdraw (2 <sup>nd</sup> 8-week Session)

November 25-29	University Holidays - Thanksgiving (Students)
November 26-27	Thanksgiving Holidays (Staff)*
<b>December 2015</b>	
December 1	Spring Application Deadline for New Graduate Students in all Academic Schools (some programs have earlier deadlines)
December 1	Spring Freshman Final Application Deadline
December 1	Faculty Development Leave Applications Due to Department Chair of SOE
December 1	Faculty Development Leave Applications Due to School Chairs of SCE
December 1	First draft of fall schedule for 1000/2000 level courses is due to Provost Office (following business day if deadline falls on a weekend)
December 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
December 3	Final Approval of Theses/Projects by Dean
December 5	Last Class Day for Fall (Regular Session)
December 5-12	100% Online Courses may schedule finals
December 7-12	Final Exams (Regular Session)
December 8	Final Approval of Dissertation
December 11	Deadline for Approved Theses/Projects to be deposited in library
December 12	Last Class Day/Final Exam (2 <sup>nd</sup> 8-wk Session)
December 12	Official Closing of the Fall Semester and Degree Conferral Date
December 13	Commencement Ceremonies, Location TBD
December 15	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 15	<p>AIM Data Due –Window Closes 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 criteria for success is needed by updating the “use of results” based on historical multi-year data.</p> <p>The assessment plan for the following is then updated with the identified deletion, modification and/or addition of outcomes, strategies, assessment and criteria for success. Related funding requests are submitted.</p>
December 15	Submission of Approved Dissertation to Library
December 15	Grades due by 5 p.m. (Regular and 2 <sup>nd</sup> 8-week)
December 16	Blackboard Upgrade (Blackboard will be unavailable starting December 16 at midnight.)
December 24- January 1, 2016	Server & Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)
December 24- January 1, 2016	University Holidays*
<b>January 2016</b>	

January 7	Provost's P&T Recommendations Due to President
January 9	New Student Orientation
January 12	Spring Financial Aid Disbursement Begin
January 12	New Student Orientation
January 12	Spring 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 19, 2016).
January 13 &14	Spring New International Student Orientation
January 15	Faculty Development & Support Fund Proposals Due to Department Chair of SOE
January 15	Student Orientation And Registration
January 15	End of Spring Open Registration and Fee Payment Deadline
January 16-26	Spring Late Registration/Add/Drop
January 18	University Holiday (Martin Luther King)*
January 19	Spring Classes Begin (First class day for Regular Session and 1 <sup>st</sup> 8-week Session)
January 19	Spring Final Application and Documents Deadline
January 21	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
January 26	Census Date (1 <sup>st</sup> 8-week Session); Last Day to Drop or Withdraw without receiving a grade
January 27	Fee Payment Deadline for Spring Late Registration by 6 p.m.
January 28	Appeal of Promotion and Tenure Recommendations due to the appropriate filing office
January (TBD)**	Annual Course Related Fee Requests and Projected Fee Budgets from Schools to AVPAA**
<b>February 2016</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 Freshman Priority Application Deadline
February 3	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 due to Registrar
February 15	CBM-001 Student Report Due & CBM-004 THECB Class Report Due
February 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
February 18	Last Day to Apply on time for Spring Semester Graduation on time (30 days after 1 <sup>st</sup> class day)
February 23	Last Day to Drop/Withdraw (1 <sup>st</sup> 8-week Session)
<b>March 2016</b>	
March 1	Summer 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 1	Submission of Application for Dissertation Defense

March 2	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 7	Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)
March 12	Last Class Day/Final Exam (1 <sup>st</sup> 8-week Session)
March 14-19	Spring Holidays (Students)
March 15	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	Dean's Report to Provost and Executive Director, OIE the names of Program Review Committee Chairs
March 17	Grades due by 5 p.m. (1 <sup>st</sup> 8-week Session)
March 18	Spring Holiday (Staff) Tentative*
March 21	Classes Begin (2 <sup>nd</sup> 8-week Session)
March 22	Dissertation Defense
March 23	Payment Deadline for Spring II Registration
March 27	Summer 2016 Textbooks Orders Due to Bookstore
March 28	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
March 31	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
<b>April 2016</b>	
April 1	Fall 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 1	Faculty Development and Support Fund Proposals Due to Dean of BUS
April 1	Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty
April 1	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 4-14	Summer (including May Mini-session) and Fall Early Registration and Advising
April 7	Submission of Theses/Projects to Library for Format Check
April 11	Deans' Written notification to appropriate faculty of dates for submission of P&T review file
April 11	Deans' Written notification to faculty who will undergo 3rd year review
April 11	Provost Request to Deans for list of reappointments and non-reappointments of Non-Tenure Track Faculty Due May 1, 2016
April 12	Last Day to Drop/Withdraw (Regular Session)
April 12	Submission of Dissertation to Library for format check
April 15	Faculty Development & Support Fund Proposals Due to Department Chair of SOE
April 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
April 15	Submission of Theses/Projects to Dean

April 17	Fall Textbooks Orders Due to Bookstore
April 15-May 16	May Mini-Session Open Registration ends at 6 p.m.
April 15-June 3	Summer Open Registration and Advising ends by 6 p.m.
April 15-August 19	Fall Open Registration and Advising ends by 5 p.m.
April 19	Submission of Dissertation to the Dean's Office
April 25	Last Day to Drop/Withdraw (2 <sup>nd</sup> 8-week Session)
April 30	CBM003 Annual course inventory due to Registrar
April 30-May 9	100% Online Courses may schedule Final Exams
<b>May 2016</b>	
May 1	Summer Application Deadline for New Graduate Students in all Academic schools (some programs have earlier deadlines)
May 2	Final Approval of Theses/Projects by Dean
May 2	Deans' notification to Provost of status of Non-Tenure Track Faculty
May 2	Faculty Development and Support Fund Proposals Due to Dean of BUS
May 2	Candidates for Promotion to rank of Professor request review by notifying Deans
May 2	Last Class Day of Spring (Regular Session)
May 3-9	Final Exams Spring (Regular Session)
May 5	Deposit of approved Theses/ Projects in Library
May 9	Official Letter of reappointment sent from President to Non-Tenure Track Faculty
May 10	Deadline for Final Approval of Dissertation
May 13	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 2016
May 15	Commencement Ceremonies (Location TBD)
May 14	Last Class Day/Final Exam (2 <sup>nd</sup> 8-week Session)
May 14	Official Closing of Spring Semester and Degree Conferral Date
May 16	First Class Day May Mini-Session
May 17	Submission on Approved Dissertation to the Library
May 17	May Mini-Session Fee Payment Deadline by noon
May 17	Census Date for May Mini Session
May 19	Grades Due by 5 p.m. (Regular and 2 <sup>nd</sup> 8-week Session)
May 23	Summer I And II 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 26	Faculty Development & Support Fund Proposals Due to Dean of HSH
May 30	Summer Financial Aid Disbursements Begin
May 30	Last Day to Drop/Withdraw (May Mini-Session)
May 30	University Holiday - Memorial Day*
<b>June 2016</b>	

June 1	Fall 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 Freshman Final Application Deadline
June 2	Summer New International Student Orientation
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 3	Last Class Day/Final Exam May Mini-Session
June 3	End of Summer Open Registration and Fee Payment Deadline
June 4-8	Summer Late Register/Add/Drop
June 6	Summer I Final Application and Documents Deadline
June 6	Classes Begin, (9-week, 8 week and 1 <sup>st</sup> 5-week)
June 9	Grades Due by 5 p.m. (May Mini-Session)
June 9	Census Date for 1 <sup>st</sup> 5 week Session
June 9	Fee Payment Deadline for Summer Late Registration by 6 p.m.
June 10	Academic Associate Dean Mails Letters and External Evaluations File to P&T candidates' outside reviewers
June 13	Census Date for 8-week Session
June 14	Official Census Date for Regular 9-week Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade
June 14	Submission of Application for Dissertation Defense
June 18	CBM-002 THECB TSI Report Due
June 18	CBM-008 THECB Faculty Report Due
June 18	CBM-005 THECB Student Schedule Report Due
June 18	CBM-0E1 THECB Student End of Semester Report Due
June 27	Last Day to Drop/Withdraw (1 <sup>st</sup> 5-week Session)
June 30	Last Day to Apply for Summer Graduation (45 days after first class day of May Mini-Session)
<b>July 2016</b>	
July 1	OIE submits program review data to each Program Report Committee
July 1	School Annual Reports due to AVPAA
July 1	Faculty Development and Support Fund Proposals Due to Dean of BUS
July 1	First draft of spring schedule for 1000/2000 level courses is due to Provost Office (following business day if deadline falls on a weekend)
July 4	University Holiday (Independence Day)*
July 5	Dissertation Defense
July 7	Submission of Theses /Projects to Library for Format Check
July 9	Last Class Day/Final Exam (1 <sup>st</sup> 5-week Session)
July 11	Summer II Final Application and Documents Deadline

July 11	Classes Begin Summer II (2 <sup>nd</sup> 5-week and 2 <sup>nd</sup> 4-week Sessions)
July 11	Last Day to Drop/Withdraw (8-week Session)
July 11-13	Summer II Late Registration
July 13	Census Date 2 <sup>nd</sup> 4-week Session
July 14	Census Date 2 <sup>nd</sup> 5-week Session
July 14	Grades Due by 5 p.m. (1 <sup>st</sup> 5-week Session)
July 14	Fee Payment Deadline for Summer II Late Registration end at 6 p.m.
July 15	CBM003 Summer Supplemental course inventory file due to Registrar
July 15	Faculty Development and Support Fund Proposals Due to Department Chair of SOE
July 18	Submission of Theses/Projects to Dean
July 18	Last Day to Drop/Withdraw (9-week Session)
July 19	Submission of Dissertation to Library for format check
July 26	Submission of Dissertation to the Dean's Office
July 29	Final Approval of Theses/Projects by Dean
July 30	Last Class Day/Final Exam (8-week Session)
<b>August 2016</b>	
August 1	Fall Application Deadline for New Graduate Students in all Academic Schools (some programs have earlier deadlines)
August 1	Last Day to Drop/Withdraw (2 <sup>nd</sup> 4-week Session)
August 1	Last Day to Withdraw (2 <sup>nd</sup> 5-week Session)
August 3	Faculty Development and Support Fund Proposals Due to Dean of BUS
August 4	Approved Theses/Projects to Be Deposited In Library
August 6	Last Class Day/Final Exam 2 <sup>nd</sup> 4-week Session
August 6	Last Class Day/Final Exam 9-week Session
August 8	Fall 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 22, 2016)
August 9	Final Approval of Dissertation
August 11	Grades Due by 5 p.m. (9-week, 8-week, 4-week)
August 13	Last Class Day Summer II/Final Exam (2 <sup>nd</sup> 5-week Session)
August 13	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
August 15	Fall Financial Aid Disbursements Begin
August 16	Submission of Approved Dissertation to the Library
August 17 & 18	New International Student Orientation
August 18	Grades Due by 5 p.m. (2 <sup>nd</sup> 5-week Session)
August 22	Fall Final Application and Documents Deadline
August 22	Classes Begin Fall First Class Day (Regular Session and 1 <sup>st</sup> 8-week Session)
August 30	Program Reviews Due according to 2013-2019 schedule

*\*Note: Holidays are tentative until official notification from Human Resources  
\*\*Actual date determined by Planning & Budget Calendar deadlines*