

**2016-2017 ACADEMIC AFFAIRS ADMINISTRATION CALENDAR
MAY 09, 2016**

May 2016	
May 16	First Class Day (May Mini-Session)
May 17	May Mini-Session Fee Payment Deadline by noon
May 17	Census Date (May Mini-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	Transfer Student Orientation
May 30	Last Day to Drop/Withdraw (May Mini-Session)
May 30	Summer Financial Aid Disbursements begin
June 2016	
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	Fall Freshman Final Application Deadline
June 3	Last Class Day/Final Exam (May Mini-Session)
June 3	End of Summer Open Registration and Fee Payment Deadline
June 3	Summer 2016 New International Student Orientation
June 4-8	Summer I Late Registration/Add/Drop
June 6	Summer I Final Application and Documents Deadline
June 6	Summer I Classes Begins, (9-week, 8 week, and 1st 5-week)
June 9	Fee Payment Deadline for Summer I Late Registration
June 9	Census Date (1st 5 week Session)
June 9	Grades Due by 5 p.m. (May Mini-Session)
June 10 & 11	Student Orientation And Registration
June 13	Census Date (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 15	Last Day to Apply for Summer Graduation (30 days after 1st class day)
June 16 & 17	Student Orientation And Registration
June 27	Last Day to Drop/Withdraw (1st 5-week Session)
June 30	Transfer Student Orientation
July 2016	
July 1	School Annual Reports due to AVPAA
July 4	University Holiday (Independence)*
July 9	Last Class Day/Final Exam, (1st 5-week Session)
July 11	Classes Begin Summer II (2nd 5-week and 2nd 4-week Sessions)
July 11	Last Day to Drop/Withdraw (8-week Session)
July 11	Summer II Final Application and Documents Deadline

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July 11-13	Summer II Late Registration
July 13	Census Date (2nd 4-week Session)
July 14	Census Date (2nd 5-week Session)
July 14	Grades Due by 5 p.m. (1st 5-week Session)
July 14	Fee Payment Deadline for Summer II Late Registration
July 14 & 15	Student Orientation And Registration
July 15	CBM003 Summer Supplemental Course Inventory due to Registrar
July 18	Last Day to Drop/Withdraw (9-week Session)
July 26	Transfer Student Orientation
July 30	Last Class Day/Final Exam (8-week Session)
August 2016	
August 1	Last Day to Drop/Withdraw (2nd 4-week Session)
August 1	Last Day to Drop/Withdraw (2nd 5-week Session)
August 1-October 30	Programs and units conduct assessments on previous year's data (Y1) and enter "results" and "use of results" into assessment plans. Programs and units initiate assessment for current year (Y2) by reviewing and revising Outcomes and Methods/Criteria for Success. Programs and units initiate assessment for upcoming funding year (Y3) by reviewing and revising Outcomes and Methods/Criteria for Success.
August 4 & 5	Student Orientation And Registration
August 6	Last Class Day/Final Exam (2nd 4-week Session)
August 6	Last Class Day/Final Exam, (9-week Session)
August 1	Fall Application Deadline for New Graduate Students in all Academic Schools. (Some programs have earlier deadlines)
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.
August 11	Grades Due by 5 p.m. (9-week, 8-week, 4-week)
August 13	Transfer Student Orientation
August 13	Last Class Day Summer II/Final Exam (2nd 5-week Session)
August 13	Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)
August 15	Fall Financial Aid Disbursements Begin
August 15-17	New Faculty Orientation
August 16	Grades Due by 5 p.m. (2nd 5-week Session)
August 17 & 18	Fall New International Student Orientation
August 19	End of Fall Open Registration and Fall Fee Payment Deadline
August 19 & 20	Student Orientation And Registration
August 20-August 29	Fall Late Registration/Add/Drop
August 22	Fall Classes Begin (First Class day Regular Session and 1st 8-week Session)
August 25	Faculty Development & Support Fund Proposals to Associate Dean of HSH
August 29	Census Date (1st 8-week Session); Last Day to Drop or Withdraw without receiving a grade
August 30	Fee Payment Deadline for Fall Late Registration, 6 p.m. for all payment methods
September 2016	
September 1	Faculty Development and Support Fund Proposals Due to Department Chair of SOE

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September 2	New International Student Orientation Makeup Session
September 5	Promotion and Tenure Files sent to Deans from faculty
September 5	University Holiday (Labor Day)*
September 7	Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session)
September 9	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 http://prtl.uhcl.edu/portal/page/portal/osp/frsf
September 15	CBM003 THECB Fall Supplemental course inventory due to Registrar
September 21	Last Day to Apply on time for Fall Semester Graduation (30 Days after 1st class day)
September 23	Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure reviews during the past year
September 23	Post-Tenure review notification to tenured faculty members from the deans for the next year
September 26	Last Day to Drop/Withdraw (1st 8-week Session)
September 27	Submission of Application for Dissertation Defense
October 2016	
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 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
October 3	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	Last Class Day/Final Exam (1st 8-week Session)
October 17	Classes Begin (2nd 8-week Session)
October 18	Dissertation Defense
October 19	Fee Payment Deadline for Fall II Registration
October 20	Grades Due by 5 p.m. (1st 8-week Session)
October 24	Census Date (2nd 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
October 31	Spring 2017 Textbooks Orders Due to Bookstore
October 31	Programs and units submit completed plans in the AMS system
October 31-November 10	Spring Early Registration and Advising
November 2016	
November 1	CBM-005 Building and Room Report Due
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

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November 01-30	Office of Institutional Effectiveness reviews Y1 and Y2 assessment plans and works with plan owners to meet best practices and UHCL assessment standards.
November 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
November 3	Faculty Development Leave Applications Due to Associate Dean of HSH
November 3	Faculty Development & Support Fund Proposals Due to Associate Dean of HSH
November 7	Deadline for Submission of Theses/Projects to Library for Format Check
November 7	Last Day to Drop/Withdraw (Regular Session)
November 8	Submission of Dissertation to Library for Format Check
November 11-January 13, 2017	Spring Open Registration and Advising ends by 5 p.m.
November 14	Deans' P&T Recommendations Due to Provost
November 15	Submission of dissertation to the Dean
November 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
November 17	Submission of Theses/Projects to Dean
November 21	Last Day to Drop/Withdraw (2nd 8-week Session)
November 23-27	University Holidays - Thanksgiving (Students)
November 24-25	Thanksgiving Holidays (Staff)*
November 28	Final Approval of Theses/Projects by Dean
** TBD	Annual Course Related Fee Request and Projected Fee Budgets from Schools to AVPAA
**See <i>Planning & Budgeting calendar</i>)	Programs and units submit funding requests to Dean/Division if new funding is needed
December 2016	
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 3	Last Class Day for Fall (Regular Session)
December 3-10	100% Online Courses may schedule finals
December 5	Faculty Development & Support Fund Proposals Due to Dean of BUS
December 5	Deadline for Approved Theses/Projects to be deposited in library
December 5-10	Final Exams (Regular Session)
December 6	Final Approval of Dissertation
December 10	Last Class Day/Final Exam (2nd 8-wk Session)
December 10	Official Closing of the Fall Semester and Degree Conferral Date
December 13	Submission of Approved Dissertation to Library
December 13	Grades due by 5 p.m. (Regular and 2nd 8-week)
December 14	Blackboard Upgrade (Blackboard will be unavailable starting December 14 at 12:01 a.m.)
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 24, 2016- January 1, 2017	Server & Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)

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December 23-December 30, 2016	University Holidays*
January 2017	
January 5	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.
January 6	Provost's P&T Recommendations Due to President
January 6	Transfer Student Orientation
January 10	Spring Financial Aid Disbursement Begin
January 9 & 10	Spring New International Student Orientation
January 11 & 12	Student Orientation and Registration
January 13	End of Spring Open Registration and Fee Payment Deadline
January 14	Transfer Student Orientation
January 14-24	Spring Late Registration/Add/Drop
January 16	University Holiday (Martin Luther King)*
January 17	Office of Institutional Effectiveness provides Assessment Plan Review Report to Deans, Divisions/AVPS/Provost, indicating overall status and evaluation of completed assessment plans.
January 17	Spring Classes Begin (First class day for Regular Session and 1st 8-week Session)
January 17	Spring Final Application and Documents Deadline
January 19	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
January 24	Census Date (1st 8-week Session); Last Day to Drop or Withdraw without receiving a grade
January 25	Fee Payment Deadline for Spring Late Registration by 6 p.m.
January 27	Appeal of Promotion and Tenure Recommendations due to the appropriate filing office
January 27	New International Student Orientation Makeup Session
February 2017	
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 1	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	Faculty Development & Support Fund Proposals Due to Dean of SCE
February 16	Last Day to Apply for Spring Semester Graduation on time (30 days after 1st class day)
February 21	Last Day to Drop/Withdraw (1st 8-week Session)
March 2017	
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	Faculty Development and Support Fund Proposals Due to Department Chair of SOE

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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 10	Summer 2017 Textbooks Orders Due to Bookstore
March 11	Last Class Day/Final Exam (1st 8-week Session)
March 13	Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)
March 13-18	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 http://prtl.uhcl.edu/portal/page/portal/OSP/FRSF
March 15	CBM-001 Student Report Due & CBM-004 THECB Class Report Due
March 16	Dean's Report to Provost and OIE Executive Director, the names of Program Review Committee Chairs
March 16	Grades due by 5 p.m. (1st 8-week Session)
March 17	Spring Holiday (Staff)*
March 20	Classes Begin (2nd 8-week Session)
March 22	Dissertation Defense
March 22	Payment Deadline for Spring II Registration
March 27	Census Date (2nd 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
April 2017	
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 3	Program Reviews Due according to 2013-23019 schedule
April 3	Faculty Development and Support Fund Proposals Due to Dean of BUS
April 3	Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty
April 3	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 6	Submission of Theses/Projects to Library for Format Check
April 10-20	Summer (including May Mini-session) and Fall Early Registration and Advising
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 11	Last Day to Drop/Withdraw (Regular Session)
April 11	Submission of Dissertation to Library for format check
April 17	Faculty Development & Support Fund Proposals Due to Dean of SCE
April 17	Submission of Theses/Projects to Dean
April 18	Submission of Dissertation to the Dean's Office
April 21-May 15	May Mini-Session Open Registration ends at 6 p.m.

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April 21-June 2	Summer Open Registration and Advising ends by 6 p.m.
April 21-August 25	Fall Open Registration and Advising ends by 5 p.m.
April 24	Last Day to Drop/Withdraw (2nd 8-week Session)
April 29-May 8	100% Online Courses may schedule Final Exams
April 30 SUN	CBM003 Annual course inventory due to Registrar
May 2017	
May 1	Last Class Day of Spring (Regular Session)
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 2-8	Final Exams Spring (Regular Session)
May 8	Deposit of approved Theses/ Projects in Library
May 9	Official Letter of reappointment sent from President to Non-Tenure Track Faculty
May 9	Deadline for Final Approval of Dissertation
May 12	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 13	Last Class Day/Final Exam (2nd 8-week Session)
May 13	Official Closing of Spring Semester and Degree Conferral Date
May 15	First Class Day May Mini-Session
May 16	Submission on Approved Dissertation to the Library
May 16	May Mini-Session Fee Payment Deadline by noon
May 16	Census Date for May Mini Session
May 18	Grades Due by 5 p.m. (Regular and 2nd 8-week Session)
May 22	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 25	Faculty Development & Support Fund Proposals Due to Dean of HSH
May 29	Summer Financial Aid Disbursements Begin
May 29	Last Day to Drop/Withdraw (May Mini-Session)
May 29	University Holiday - Memorial Day*
June 2017	
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 2	Summer New International Student Orientation
June 2	Faculty Development & Support Fund Proposals Due to Dean of BUS
June 2	Promotion & Tenure Candidates Provide External Evaluations File to Academic Associate (Usually Associate Dean)
June 2	Last Class Day/Final Exam May Mini-Session
June 2	End of Summer Open Registration and Fee Payment Deadline
June 3-7	Summer Late Register/Add/Drop

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June 5	Summer I Final Application and Documents Deadline
June 5	Classes Begin, (9-week, 8-week and 1st 5-week)
June 8	Grades Due by 5 p.m. (May Mini-Session)
June 8	Census Date for (1st 5-week Session)
June 8	Fee Payment Deadline for Summer Late Registration by 6 p.m.
June 9	Academic Associate Dean Mails Letters and External Evaluations File to P&T candidates' outside reviewers
June 12	Census Date for 8-week Session
June 13	Official Census Date for Regular 9-week Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade
June 13	Submission of Application for Dissertation Defense
June 15	CBM-002 THECB TSI Report Due
June 15	CBM-008 THECB Faculty Report Due
June 15	CBM-00S THECB Student Schedule Report Due
June 15	CBM-0E1 THECB Student End of Semester Report Due
June 26	Last Day to Drop/Withdraw (1st 5-week Session)
June 29	Last Day to Apply for Summer Graduation (45 days after first class day of May Mini Session)
July 2017	
July 3	OIE submits program review data to each Program Report Committee
July 3	School Annual Reports due to AVPAA
July 3	Faculty Development and Support Fund Proposals Due to Dean of BUS
July 4	University Holiday (Independence Day)*
July 5	Dissertation Defense
July 7	Submission of Theses /Projects to Library for Format Check
July 8	Last Class Day/Final Exam (1st 5-week Session)
July 10	Summer II Final Application and Documents Deadline
July 10	Classes Begin Summer II (2nd 5-week and 2nd 4-week Sessions)
July 10	Last Day to Drop/Withdraw (8-week Session)
July 10-12	Summer II Late Registration
July 12	Census Date (2nd 4-week Session)
July 13	Census Date (2nd 5-week Session)
July 13	Grades Due by 5 p.m. (1st 5-week Session)
July 13	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 17	Last Day to Drop/Withdraw (9-week Session)
July 18	Submission of Theses/Projects to Dean
July 20	Submission of Dissertation to Library for format check
July 25	Submission of Dissertation to the Dean
July 29	Final Approval of Theses/Projects by Dean
July 29	Last Class Day/Final Exam (8-week Session)
July 31	Last Day to Drop/Withdraw (2nd 4-week Session)
July 31	Last Day to Withdraw (2nd 5-week Session)

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August 2017	
August 1	Fall Application Deadline for New Graduate Students in all Academic Schools. (Some programs have earlier deadlines)
August 1	Fall Freshman Priority Application Deadline
August 3	Faculty Development and Support Fund Proposals Due to Dean of BUS
August 4	Approved Theses/Projects to Be Deposited In Library
August 5	Last Class Day/Final Exam (2nd 4-week Session)
August 5	Last Class Day/Final Exam (9-week Session)
August 8	Final Approval of Dissertation
August 10	Grades Due by 5 p.m. (9-week, 8-week, 4-week)
August 12	Last Class Day Summer II/Final Exam (2nd 5-week Session)
August 12	Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)
August 14	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.)
August 15	Submission of Approved Dissertation to the Library
August 15	CBM-001 Student Report Due and CBM-004 Class Report Due
August 15	Grades Due by 5 p.m. (2nd 5-week Session)
August 21	Fall Financial Aid Disbursements Begin
August 28	Fall Final Application and Documents Deadline
August 28	Classes Begin Fall First Class Day (Regular Session and 1st 8-week Session)

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