

**2017-2018
ACADEMIC AFFAIRS ADMINISTRATION CALENDAR
May 11, 2017**

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| May 2017 | |
| May 1 | Assessment Cycle for 2016-17 Begins; Taskstream's AMS System is open |
| May 1 | Summer Application Deadline for new graduate students |
| May 15 | May Mini-Session first class day |
| May 16 | May Mini-Session Fee Payment Deadline by noon |
| May 16 | Census Date (May Mini-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 their paper application in the Office of Admissions and will be processed for late registration |
| May 29 | Last Day to Drop for May Mini-Session |
| May 29 | Summer Financial Aid Disbursements begin |
| May 29 | Memorial Day Holiday |
| June 2017 | |
| June 1 | Fall 2017 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 2 | Last Class Day/Final Exam (May Mini-Session) |
| June 2 | End of Summer Open Registration and Fee Payment Deadline |
| June 3-7 | Summer I Late Registration/Add/Drop |
| June 5 | Summer I Final Application and Documents Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students |
| June 5 | Summer I Classes Begins (8-week, 5-week Sessions) |
| June 8 | Fee Payment Deadline for Summer I Late Registration |
| June 8 | Census Date (5-week Session) |
| June 8 | Grades Due by 5 p.m. (May Mini-Session) |
| June 12 | Official Census Date for Regular 8-week Summer Session; Last day to drop or withdraw a course without receiving a grade |
| June 14 | Last day to apply for Summer graduation (30 days after 1st class day) |
| June 26 | Last day to Drop/Withdraw (1st 5-week Session) |
| July 2017 | |
| July 4 | University Holiday (Independence Day) |
| July 6 | Submission of Thesis to library for format check |
| July 8 | Last Class Day/Final Exam, (5-week Session) |
| July 10 | Classes Begin Summer II (4-week Session) |
| July 10 | Last Day to Drop/Withdraw (8-week Session) |
| July 10 | Summer II Final Application and Documents Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students |
| July 10-12 | Summer II Late Registration |

****Actual date determined by Planning & Budget Calendar deadlines**

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| July 12 | Census Date (4-week Session) |
| July 13 | Grades Due by 5 p.m. (5-week Session) |
| July 13 | Fee Payment Deadline for Summer II Late Registration |
| July 15 | CBM003 Summer supplemental course inventory due to Registrar |
| July 17 | Deadline for submission of thesis to Dean for approval for Summer |
| July 27 | Deadline for approval of thesis by dean for Summer |
| July 29 | Last Class Day/Final Exam (8-week Session) |
| July 31 | Last Day to Drop/Withdraw (4-week Session) |
| August 2017 | |
| August 1 | Freshman Fall Final Application Deadline |
| August 1 | Fall Application Deadline for new graduate students. Some programs may have special deadlines. See application deadlines on the Office of Admissions' or the program's web site. |
| August 2 | Deadline for approved thesis to be deposited in library |
| August 5 | Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony) |
| August 5 | Last Class Day/Final Exam (4-week Session) |
| August 8-9 | Student Orientation And Registration |
| August 10 | Grades Due by 5 p.m. (8-week, 4-week) |
| 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 their paper application in the Office of Admissions and will be processed for late registration |
| August 19 | Transfer Student Orientation |
| August 21 | Fall Financial Aid Disbursements Begin |
| August 21-23 | New Faculty Orientation |
| August 21-22 | Fall New International Student Orientation |
| August 23-24 | Student Orientation And Registration |
| August 25 | End of Fall Open Registration and Fall Fee Payment Deadline |
| August 26-September 5 | Fall Late Registration/Add/Drop |
| August 28 | Fall Classes Begin (First Class Day Regular Session and 1st 8-week Session) |
| August 28 | Final Fall Application and Documents Deadline for undergraduate transfer, former, and non-degree undergraduate/graduate students |
| August 31 | Faculty Development & Support Fund Proposals to Associate Dean of HSH |
| September 2017 | |
| September 1 | Freshman Spring Priority Application Deadline |
| September 1 | Promotion and Tenure files sent to Deans from faculty |
| September 4 | Labor Day Holiday |
| September 4 | Faculty Development & Support Fund Proposals Due to Dean of COE |
| September 5 | Census Date for 1st 8-week Session; Last Day to Drop or Withdraw without receiving a grade |
| September 6 | Fee Payment Deadline for Fall Late Registration, 6 p.m. for all payment methods |

****Actual date determined by Planning & Budget Calendar deadlines**

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| September 8 | Promotion and Tenure deadline for receipt of outside reviewers evaluations |
| September 13 | Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session) |
| September 15 | Faculty Development & Support Fund Proposals Due to Dean of CSE |
| September 15 | Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5 p.m. Follow format at https://employees.uhcl.edu/sponsored-programs/faculty-research-support-funds |
| September 15 | CBM003 THECB Fall Supplemental course inventory due to Registrar |
| September 22 | Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure review during the past year |
| September 22 | Post tenure review notification to tenured faculty from the deans for the next year |
| September 26 | Submission of Application for Dissertation Defense |
| September 27 | Last Day to Apply on time for Fall Semester Graduation on time (30 Days after 1st class day) |
| October 2017 | |
| October 1 | Spring 2018 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 | Last Day to Drop/Withdraw (1st 8-week Session) |
| October 2 | Spring Class Schedule Available Online (4 weeks prior to early registration) |
| October 3 | Faculty Development & Support Fund Proposals Due to Dean of COB |
| 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 17 | Dissertation Defense |
| October 21 | Last Class Day/Final Exam (1st 8-week Session) |
| October 23 | Classes Begin (2nd 8-week Session) |
| October 25 | Fee Payment Deadline for Fall II Registration |
| October 26 | Grades Due by 5 p.m. (1st 8-week Session) |
| October 30 | Census Date 2nd 8-week Session; Last Day to Drop or Withdraw without receiving a grade |
| October 30-November 9 | Spring Early Registration and Advising |
| October 31 | Spring 2018 Textbooks Orders Due to Bookstore |
| October 31 | Peer Review Committee and Associate Deans P&T recommendations to dean |
| October 31 | Programs and units submit completed plans in the AMS System |
| November 2017 | |
| November 1 | Spring 2018 Application Deadline for International Students from institutions inside of 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 1-30 | Office of Institutional Effectiveness reviews assessment plans and works with plan owners to meet best practices and UHCL assessment standards. |
| November 2 | Faculty Development & Support Fund Proposals Due to Dean of COB |
| November 2 | Faculty Development & Support Fund Proposals Due to Associate Dean of HSH |
| November 7 | Deadline for Submission of Thesis/Projects to library for format check |
| November 10 | Submission of Dissertation to the library for format check |

****Actual date determined by Planning & Budget Calendar deadlines**

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| November 13 | Last Day to Drop/Withdraw (Regular Session) |
| November 14 | Deans P&T recommendations due to Provost |
| November 10 – January 12, 2017 | Spring Open Registration and Advising ends by 5 p.m. |
| November 14 | Submission of Dissertation to the Dean |
| November 15 | Faculty Development & Support Fund Proposals Due to Dean of CSE |
| November 17 | Submission of Theses/Projects to Dean |
| November 22-26 | Thanksgiving Holidays (Students) |
| November 23-24 | Thanksgiving Holidays (Staff) |
| November 27 | Final Approval of Theses/Projects by Dean |
| November 27 | Last Day to Drop/Withdraw (2nd 8-week Session) |
| ** TBD | Annual Course Related Fee Request and Projected Fee Budgets from Schools to AVPAA |
| **See Planning and Budgeting calendar | Programs and units submit funding requests to Dean/Division if new funding is needed |
| December 2017 | |
| December 1 | Freshman Final Spring Application deadline |
| December 1 | Faculty Development Leave Applications Due to Department Chair of COE |
| December 1 | Faculty Development Leave Applications Due to Associate Dean of HSH |
| December 1 | Faculty Development Leave Applications Due to School Chairs of CSE |
| December 1 | Spring Application Deadline for new graduate students. Some programs may have special deadlines. See application deadlines on the Office of Admissions' or the program's web site |
| December 5 | Deadline for Approved Thesis/Projects to be deposited in library |
| December 5 | Faculty Development & Support Fund Proposals Due to Dean of COB |
| December 5 | Final Approval of Dissertation |
| December 9 | Last Class Day for Fall (Regular Session) |
| December 9-16 | 100% Online Courses may schedule finals |
| December 11-16 | Final Exams (Regular Session) |
| December 12 | Deadline to Submit Approved Dissertation to library |
| December 15 | Deans submit internal program review reports to OIE |
| 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 16 | Last Class Day/Final Exam (2nd 8-week Session) |
| December 16 | Official Closing of the Fall Semester and Degree Conferral Date |
| December 19 | Grades due by 5 p.m. (Regular and 2nd 8-week Session) |
| December 20 | Blackboard Upgrade (Blackboard will be unavailable starting December 20 at 12:01 a.m.). Blackboard is expected to be returned to service by December 20th 1:00 p.m. |
| December 23, 2017- January 1, 2018 | Server & Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services) |
| December 25, 2017- January 2, 2018 | Winter Holidays |
| January 2018 | |
| January 4 | Transfer Student Orientation |

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| January 5 | Provost's P&T recommendations due to President |
| January 6 | Dean or designee sends graduate program review to external reviewer |
| January 8-9 | Student Orientation, Advising and Registration |
| January 9 | 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 their paper application in the Office of Admissions and will be processed for Late Registration |
| January 9 | Spring Financial Aid Disbursement Begin |
| January 12 | End of Spring Open Registration and Fee Payment Deadline |
| January 13 | Transfer Student Orientation |
| January 13-23 | Spring Late Registration/Add/Drop |
| January 15 | Martin Luther King Holiday |
| January 15 | Office of Institutional Effectiveness provides Assessment Plan Review Report to Deans, Divisions/AVPs/Provost, indicating overall status and evaluation of completed assessment plans. |
| January 16 | Spring Classes Begin (First class day for Regular Session and 1st 8-week Session) |
| January 16 | Spring Final Application and Documents Deadline for undergraduate transfer students and former, non-degree seeking undergraduate/graduate students |
| January 23 | Census Date (1st 8-week Session); Last Day to Drop or Withdraw without receiving a grade |
| January 24 | Fee Payment Deadline for Spring Late Registration by 6 p.m. |
| January 25 | Faculty Development and Support Fund Proposals Due to Associate Dean of HSH |
| January 26 | Appeal of Promotion and Tenure Recommendations due to the appropriate filing office |
| January 31 | Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw without receiving a grade (Regular Session) |
| February 2018 | |
| 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 | Freshman Fall Priority Application Deadline |
| February 15 | CBM003 Spring Supplemental Course Inventory due to Registrar |
| February 15 | Faculty Development & Support Fund Proposals Due to Dean of CSE |
| February 15 | Last Day to Apply for Spring Semester Graduation on time (30 days after 1st class day) |
| February 20 | Last Day to Drop/Withdraw (1st 8-week Session) |
| March 2018 | |
| 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 COE |
| 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 2 | Faculty Development Leave Due to Provost |

****Actual date determined by Planning & Budget Calendar deadlines**

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| March 10 | Last Class Day/Final Exam (1st 8-week Session) |
| March 12 | Summer/Fall Class Schedules Available Online (4 weeks prior to early registration) |
| March 12-17 | 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 15 | Grades due by 5 p.m. (1st 8-week Session) |
| March 16 | Spring Holiday (Staff) |
| March 19 | Classes Begin (2nd 8-week Session) |
| March 21 | Payment Deadline for Spring II Registration |
| March 22 | Dissertation Defense |
| March 26 | Census Date (2nd 8-week Session); Last Day to Drop or Withdraw without receiving a grade |
| March 29 | Faculty Development and Support Fund Proposals Due to Associate Dean of HSH |
| March 30 | President's P&T Due to Chancellor |
| March 30 | Deans send names of program review committees to OIE |
| March 31 | Summer 2018 Textbooks Orders Due to Bookstore |
| April 2018 | |
| April 1 | Fall 2018 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 | Faculty Development and Support Fund Proposals Due to Dean of COB |
| April 3 | Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty |
| April 3 | Provosts Sends Updates of faculty to complete third and sixth year reviews to deans along with the promotion and tenure calendar for the upcoming academic year |
| April 9 | Submission of Theses/Projects to Library for Format Check |
| April 9-19 | Summer (including May Mini-session) and Fall Early Registration and Advising |
| April 10 | Last Day to Drop/Withdraw (Regular Session) |
| 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 |
| April 11 | Submission of Dissertation to Library for format check |
| April 16 | Faculty Development & Support Fund Proposals Due to Dean of CSE |
| April 18 | Submission of Dissertation to the Dean's Office |
| April 19 | Submission of Theses/Projects to Dean |
| April 20-May 14 | May Mini-Session Open Registration ends at 6 p.m. |
| April 20-June 1 | Summer Open Registration and Advising ends by 6 p.m. |
| April 20-August 24 | Fall Open Registration and Advising ends by 5 p.m. |
| April 23 | Last Day to Drop/Withdraw (2nd 8-week Session) |
| April 28-May 7 | 100% Online Courses may schedule Final Exams |
| April 30 | CBM003 Annual course inventory due to Registrar |
| April 30 | Last Class Day of Spring (Regular Session) |

****Actual date determined by Planning & Budget Calendar deadlines**

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| May 2018 | |
| May 1 | Summer application deadline for new graduate students |
| May 1-7 | Final Exams Spring (Regular Session) |
| 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 COB |
| May 2 | Candidates for Promotion to rank of Professor request review by notifying Deans |
| May 7 | Final Approval of Theses/Projects by Dean |
| May 9 | Deadline for Final Approval of Dissertation |
| May 9 | Official Letter of reappointment sent from President to Non-Tenure Track Faculty |
| May 11 | Notification of non-reappointment of faculty from Deans to faculty in Years 3, 4, and 5 whose appointments |
| May 12 | Last Class Day/Final Exam (2nd 8-week Session) |
| May 12 | Official Closing of Spring Semester and Degree Conferral Date |
| May 14 | First Class Day May Mini-Session |
| May 15 | Deposit of approved Theses/ Projects in Library |
| May 15 | May Mini-Session Fee Payment Deadline by noon |
| May 15 | Census Date for May Mini Session |
| May 16 | Submission of Approved Dissertation to the Library |
| May 17 | Grades Due by 5 p.m. (Regular and 2nd 8-week Session) |
| May 21 | 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 their paper application in the Office of Admissions and will be processed for late registration |
| May 24 | Faculty Development & Support Fund Proposals Due to Dean of HSH |
| May 28 | Summer Financial Aid Disbursements Begin |
| May 28 | Last Day to Drop/Withdraw (May Mini-Session) |
| May 28 | Memorial Day Holiday |
| June 2018 | |
| June 1 | Fall Application Deadline for International Students from institutions inside of the US. (If the program's application deadline is earlier, students should apply by the program application deadline) |
| June 1 | Faculty Development & Support Fund Proposals Due to Dean of COB |
| June 1 | Promotion & Tenure Candidates Provide External Evaluations File to Academic Associate (Usually Associate Dean) |
| June 1 | Last Class Day/Final Exam May Mini-Session |
| June 1 | End of Summer Open Registration and Fee Payment Deadline |
| June 2-6 | Summer Late Register/Add/Drop |
| June 4 | Summer I Final Application and Documents Deadline for undergraduate transfer, former, and non-degree seeking undergraduate/graduate students. |
| June 4 | Summer I Classes Begin, (8-week, 5-week Sessions) |
| June 7 | Grades Due by 5 p.m. (May Mini-Session) |
| June 7 | Census Date for (5-week Session) |
| June 7 | Fee Payment Deadline for Summer Late Registration by 6 p.m. |
| June 8 | Academic Associate Dean Mails Letters and External Evaluations File to P&T candidates' outside reviewers |

****Actual date determined by Planning & Budget Calendar deadlines**

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| June 11 | Official Census Date for Regular 8-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 25 | Last Day to Drop/Withdraw (5-week Session) |
| June 28 | Last Day to Apply for Summer Graduation (45 days after first class day of May Mini Session) |
| July 2018 | |
| July 3 | School Annual Reports due to AVPAA |
| July 3 | Faculty Development and Support Fund Proposals Due to Dean of COB |
| July 4 | Independence Day Holiday |
| July 5 | Dissertation Defense |
| July 5 | Submission of Theses /Projects to Library for Format Check |
| July 7 | Last Class Day/Final Exam (5-week Session) |
| July 9 | Summer II Final Application and Documents Deadline |
| July 9 | Classes Begin Summer II (4-week Session) |
| July 9 | Last Day to Drop/Withdraw (8-week Session) |
| July 9-11 | Summer II Late Registration |
| July 11 | Census Date (4-week Session) |
| July 12 | Grades Due by 5 p.m. (5-week Session) |
| July 12 | Fee Payment Deadline for Summer II Late Registration - 6 p.m. |
| July 15 | CBM003 Summer Supplemental course inventory file due to Registrar |
| July 16 | Submission of Theses/Projects to Dean for approval |
| July 20 | Submission of Dissertation to Library for format check |
| July 25 | Submission of Dissertation to the Dean |
| July 26 | Final Approval of Theses/Projects by Dean |
| July 28 | Last Class Day/Final Exam (8-week Session) |
| July 30 | Last Day to Drop/Withdraw (4-week Session) |
| August 2018 | |
| August 1 | Freshman Fall Priority Application Deadline |
| August 1 | Approved Theses/Projects to Be Deposited In Library |
| August 1 | Fall application deadline for new graduate students. Some programs may have special deadlines. See application deadlines on the Office of Admissions' or the program's web site |
| August 3 | Faculty Development and Support Fund Proposals Due to Dean of COB |
| August 4 | Last Class Day/Final Exam (4-week Session) |
| August 4 | Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony) |
| August 8 | Final Approval of Dissertation |
| August 13 | 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 their paper application in the Office of Admissions and will be processed for late registration |

****Actual date determined by Planning & Budget Calendar deadlines**

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| August 15 | Submission of Approved Dissertation to the Library |
| August 15 | CBM-001 Student Report Due and CBM-004 Class Report Due |
| August 20 | Fall Financial Aid Disbursements Begin |
| August 27 | Fall Final Application and Documents Deadline for Undergraduate transfer, former, and non-degree seeking undergraduate/graduate students. |
| August 27 | Classes Begin Fall First Class Day (Regular Session and 1st 8-week Session) |
| August 31 | OIE submits graduate-level program reviews to THECB |

****Actual date determined by Planning & Budget Calendar deadlines**