

University of Houston-Clear Lake
2019-2020 Academic Affairs Administration Calendar

April 2019	
May Mini-Session Open Registration ends by 6 p.m.	April 19-May 20
Summer Open Registration and Advising end by 5 p.m.	April 19-June 7
Fall Open Registration and Advising ends by 5 p.m.	April 19-23
CBM003 Annual course inventory due to Registrar	April 30
May 2019	
Assessment Cycle for begins; AMS system is open for results and use of results	May 1
Summer Application Deadline for New Graduate Students. Some programs may have earlier deadlines. See Application Deadlines on the program's website.	May 1
May Mini-Session Classes Begin	May 20
May Mini-Session Fee Payment Deadline by noon	May 21
Census Date (May Mini-Session)	May 21
Fall Textbooks Orders Due to Bookstore	May 24
Summer I and II Priority Application deadline for Undergraduate Transfer, all former and all 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 27
Memorial Day Holiday	May 27
Transfer Student Orientation	May 30
June 2019	
Final Application Deadline for International Students for Fall (If the program's application deadline is earlier, students should apply by the program's application deadline)	June 1
Last Day to Drop a May Mini-Session Class (this is not a refund date)	June 3
Summer Financial Aid Disbursements begin	June 3
Last Class Day/Final Exam (May Mini-Session)	June 7
End of Summer Open Registration and Summer Fee Payment Deadline	June 7
Late Registration for Summer I/Add/Drop	June 8-12
Freshman Deadline – Final for Summer I – Freshmen applying after the online application closes must submit all requirements and a paper application to the Office of Admissions	June 10
Summer I Final Application and Documents Deadline for Undergraduate Transfer, Former, and Non-degree seeking Undergraduate and Graduate Students	June 10
Summer I Classes Begins (8-week and 5-week Sessions)	June 10
Student Orientation And Registration	June 11-12
Fee Payment Deadline for Summer I Late Registration	June 13

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**Actual date determined by Planning and Budget Calendar

Census Date (5-week Session)	June 13
Grades Due by 5 p.m. (May Mini-Session)	June 13
Official Census Date for Regular 8-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 1st class day)	June 19
Transfer Student Orientation	June 25
July 2019	
Last day to Drop/Withdraw (5-week Session)	July 1
University Holiday (Independence Day)	July 4
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	July 5
Last Class Day/Final Exam, (5-week Session)	July 13
Classes Begin Summer II (4-week Session)	July 15
Last Day to Drop/Withdraw (8-week Session)	July 15
Freshman Deadline – Final for Summer II – Freshmen applying after the online application closes must submit all requirements and a paper application to the Office of Admissions	July 15
Summer II Final Application and Documents Deadline for Undergraduate Transfer, Returning, and Non-degree seeking Undergraduate and Graduate students	July 15
CBM003 Summer supplemental course inventory due to Registrar	July 15
Summer II Late Registration	July 15-17
Census Date (4-week Session)	July 17
Student Orientation and Registration	July 17-18
Grades Due by 5 p.m. (5-week Session)	July 18
Fee Payment Deadline for Summer II Late Registration	July 18
Transfer Student Orientation	July 24
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation to the Library	July 26
August 2019	
Freshman Fall Final Application Deadline - Fall	August 1
Fall Application Deadline for New Graduate Students. Some programs may have special deadlines. See Application Deadlines on the program's web site	August 1
Priority Application Deadline for International Students for Spring	August 1
Last Class Day/Final Exam (8-week Session)	August 3
Transfer Student Orientation	August 3
Last Day to Drop/Withdraw (4-week Session)	August 5

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Student Orientation And Registration	August 6-7
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	August 9
Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)	August 10
Last Class Day/Final Exam (4-week Session)	August 10
Fall Priority Application Deadline for Undergraduate Transfer, all Returning, and Non-Degree seeking Undergraduate and 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 12
Grades Due by 5 p.m. (8-week, 4-week)	August 15
Blackboard Upgrade (Blackboard will be unavailable starting August 16 at 12:01 a.m.). Blackboard is expected to be returned to service by August 16 at 10:00 p.m.	August 16
Transfer Student Orientation	August 17
Fall Financial Aid Disbursements Begin	August 19
New International Student Orientation for Fall	August 19-20
New Faculty Orientation	August 19-21
Student Orientation And Registration	August 21-22
End of Fall Open Registration and Fall Fee Payment Deadline	August 23
Fall Late Registration/Add/Drop	August 24– September 3
Fall Classes Begin (First Class Day Regular Session and 1st 8-week Session)	August 26
Final Fall Application and Documents Deadline for Undergraduate Transfer, all Returning and all Non-degree-seeking Undergraduate and Graduate students	August 26
Deadline to submit new online master courses for Winter-Mini Session 2019 for Quality Assurance Review	August 30
	September 2019
Freshman Priority Application Deadline - Spring	September 1
Labor Day Holiday*	September 2
Census Date for 1st 8–week Session; Last Day to Drop or Withdraw without receiving a grade	September 3
Fee Payment Deadline for Fall Late Registration, 5 p.m. for all payment methods	September 4
Promotion and Tenure files sent to Deans from faculty	September 6
Faculty Development & Support Fund Proposals Due to Dean of COE	September 6
Faculty Development & Support Fund Proposals to Associate Dean of HSH	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 13
CBM003 THECB Fall Supplemental course inventory due to Registrar	September 15
Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	September 17

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Faculty Development & Support Fund Proposals Due to Dean of CSE	September 17
Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure review during the past year	September 20
Post tenure review notification to tenured faculty from the deans for the next year	September 20
Last Day to Apply on time for Fall Semester Graduation on time (30 Days after 1st class day)	September 25
Deadline to submit new online master courses for Spring 2020 for Quality Assurance Review	September 27
Deadline To Submit Application for Dissertation Defense	September 27
Last Day to Drop/Withdraw (1st 8-week Session)	September 30
October 2019	
CBM-009 Graduation Report Due	October 1
Faculty Development & Support Fund Proposals Due to Dean of COB	October 3
Spring Class Schedule Available Online (4 weeks prior to early registration)	October 4
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
Dissertation Defense	October 18
Last Class Day/Final Exam (1st 8-week Session)	October 19
Classes Begin (2nd 8-week Session)	October 21
Fee Payment Deadline for Fall II Registration	October 23
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 28
Spring Textbooks Orders Due to Bookstore	TBD
Peer Review Committee and Associate Deans P&T recommendations to dean	October 31
Programs and units submit completed assessment plans in the AMS System	October 31
November 2019	
Final Application Deadline for International Students for Spring. (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
Faculty Development & Support Fund Proposals Due to Dean of COB	November 1
Office of Institutional Effectiveness reviews assessment plans and works with plan owners to meet best practices and UHCL assessment standards.	November 1-30
Faculty Development & Support Fund Proposals Due to Associate Dean of HSH	November 4
Spring Early Registration and Advising (Winter Mini and Spring Regular Session)	November 4-14
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	November 8
Submission of Dissertation to the Dean	November 8
Last Day to Drop/Withdraw (Regular Session)	November 11

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Deans P&T recommendations due to Provost	November 14
Spring Open Registration and Advising ends by 5 p.m. (Winter Mini and Spring Regular Session)	November 15- January 17 , 2020
Faculty Development & Support Fund Proposals Due to Dean of CSE	November 15
Submission of Theses/Projects to Dean for approval	November 15
Deadline for new online course requests for Summer and Fall 2020 delivery to be submitted via OPALS. Only limited delegation requests for Summer and Fall 2020 delivery will be accepted after this date	November 22
Last Day to Drop/Withdraw (2nd 8-week Session)	November 25
Thanksgiving Holidays (Students)	November 27- December 1
Thanksgiving Holidays (Staff)	November 28 - 29
Final Approval of Dissertation by Dean	November 29
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	November 29
Annual Course Related Fee Requests and Projected Fee Budgets from Colleges to AVPAA	** TBD
Programs and units submit funding requests to Dean/Division if new funding is needed	**See Planning and Budget Calendar
December 2019	
Freshman Final Application Deadline - Spring	December 1
Spring Application Deadline for New Graduate Students. Some programs may have earlier deadlines - See Application Deadlines on the programs' website	December 1
Faculty Development Leave Applications Due to Department Chair of COE	December 2
Faculty Development Leave Applications Due to Associate Dean of HSH	December 2
Faculty Development Leave Applications Due to School Chairs of CSE	December 3
Final Approval of Thesis/projects by Dean	December 5
Faculty Development & Support Fund Proposals Due to Dean of COB	December 5
Last Class Day for Fall (Regular Session)	December 7
100% Online Courses may schedule finals	December 7-14
Final Exams (Regular Session)	December 9-14
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	December 13
Deans submit internal program review reports to OIE	December 13
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 13
Last Class Day/Final Exam (2nd 8-week Session)	December 14
Official Closing of the Fall Semester and Degree Conferral Date	December 14
Classes Begin (Winter Mini Session)	December 16
Grades due by 5 p.m. (Regular and 2nd 8-week Session)	December 17
Census Date (Winter Mini Session)	December 17

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Fee Payment deadline noon (Winter Mini Session)* Tentative	December 17
Server and Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)	December 24, 2019- January 1, 2020
Winter Holidays*	December 23, 2019- January 1, 2020
	January 2020
Provost's P&T recommendations due to President	January 3
Last Day to Drop/Withdraw (Winter Mini Session)	January 6
Spring Priority Application Deadline for Undergraduate Transfer, all Returning, and all Non-Degree-seeking Undergraduate and Graduate Students. Students who apply after this date must submit <u>all</u> documentation with their paper application in the Office of Admissions and will be processed for Late Registration	January 6
Dean or designee sends graduate program review to external reviewer	January 7
Transfer Student Orientation	January 7
Last Class Day/Final Exam (Winter Mini Session)	January 10
Transfer Student Orientation	January 11
New International Student Orientation	January 13-14
Spring Financial Aid Disbursement Begin	January 14
Office of Institutional Effectiveness provides Assessment Plan Review Report to Deans, Divisions/AVPs/Provost, indicating overall status and evaluation of completed assessment plans.	January 15
Student Orientation And Registration	January 15-16
End of Spring Open Registration and Fee Payment Deadline	January 17
Spring Late Registration/Add/Drop	January 18-28
Martin Luther King Holiday*	January 20
Spring Classes Begin (First class day for Regular Session and 1st 8-week Session)	January 21
Spring Final Application and Documents Deadline for Undergraduate Transfer Students, all Returning and all Non-Degree-Seeking Undergraduate and Graduate Students	January 21
Appeal of Promotion and Tenure Recommendations due to the appropriate filing office	January 24
Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	January 27
Census Date (1st 8-week Session); Last Day to Drop or Withdraw without receiving a grade	January 28
Fee Payment Deadline for Spring Late Registration by 5 p.m.	January 29
	February 2020
Freshman Priority Application Deadline – all Summer Sessions	February 1
Freshman Priority Deadline - Fall	February 1
Priority Application Deadline for International students for Summer. (If the program's application deadline is earlier, students should apply by the program's application deadline)	February 1
CBM-002 THECB TSI Report Due	February 3
CBM-008 THECB Faculty Report	February 3

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CBM-00S THECB Student Schedule Report Due	February 3
CBM-0E1 THECB Student End of Semester Report Due	February 3
Faculty Development & Support Fund Proposals Due to Dean of CSE	February 3
Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw without receiving a grade (Regular Session)	February 5
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
Deadline to submit new online master courses for Summer and May-Mini 2020 for Quality Assurance review	February 21
Last Day to Drop/Withdraw (1st 8-week Session)	February 25
March 2020	
Faculty Development and Support Fund Proposals Due to Department Chair of COE	March 2
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	March 2
Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)	March 6
Spring Holidays (Students)	March 9-15
Spring Break (Staff)	March 13
CBM-001 Student Report Due & CBM-004 THECB Class Report Due	March 16
Faculty Research Support Fund Proposals Due to Office of Sponsored Programs, via email by 5:00 p.m. Follow format at https://www.uhcl.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds	March 20
Deadline to submit new online master courses for Fall 2020 for Quality Assurance Review	March 20
Dissertation Defense	March 20
Last Class Day/Final Exam (1st 8-week Session)	March 21
Classes Begin (2nd 8-week Session)	March 23
Payment Deadline for Spring II Registration	March 25
Grades due by 5 p.m. (1st 8-week Session)	March 26
Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	March 30
Deans send names of program review committees to OIE	March 30
Census Date (2nd 8-week Session); Last Day to Drop or Withdraw without receiving a grade	March 30
April 2020	
Faculty Development and Support Fund Proposals Due to Dean of COB	April 3

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Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty	April 3
Provost 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 3
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	April 3
Summer (including May Mini-Session) and Fall Early Registration and Advising	April 6-16
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, 2019	April 10
Submission of Dissertation to the Dean's Office	April 12
Last Day to Drop/Withdraw (Regular Session)	April 14
Faculty Development & Support Fund Proposals Due to Dean of CSE	April 15
Submission of Theses/Projects to Dean	April 17
May Mini-Session Open Registration ends at 6 p.m.	April 17–May 18
Fall Open Registration and Advising ends by 5 p.m.	April 17-August 21
Final Application Deadline for International Students from institutions outside the US for Summer. (If the program's application deadline is earlier, students should apply by the program's application deadline)	April 20
President's P&T Due to Chancellor	April 20
Last Day to Drop/Withdraw (2nd 8-week Session)	April 27
CBM003 Annual course inventory due to Registrar	April 30
May 2020	
Assessment Cycle Begins; AMS System is open for results and use of results	May 1
Deans notification to Provost of status of Non-Tenure Track Faculty	May 1
Summer Application Deadline for New Graduate Students. Some programs may have earlier deadlines. See Application Deadlines on the program's website.	May 1
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 2019	May 1
Final Approval of Theses/Projects by Dean	May 1
Faculty Development and Support Fund Proposals Due to Dean of COB	May 1
Candidates for Promotion to rank of Professor request review by notifying Deans	May 1
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation at Library	May 1
Deadline for Final Approval of Dissertation	May 1
100% Online Courses may schedule Final Exams	May 2-11
Last Class Day of Spring (Regular Session)	May 4
Final Exams Spring (Regular Session)	May 5-11
Official Letter of reappointment sent from President to Non-Tenure Track Faculty	May 8
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	May 15

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Last Class Day/Final Exam (2nd 8-week Session)	May 16
Official Closing of Spring Semester and Degree Conferral Date	May 16
First Class Day May Mini-Session	May 18
May Mini-Session Fee Payment Deadline by noon	May 19
Census Date for May Mini Session	May 19
Grades Due by 5 p.m. (Regular and 2nd 8-week Session)	May 21
Deadline for new online course requests for Spring 2021 delivery to be submitted via OPALS. Only limited delegation requests for Spring 2021 delivery will be accepted after this date	May 22
Faculty Development & Support Fund Proposals Due to Dean of HSH	May 25
Memorial Day Holiday*	May 25
Summer I And II Priority Application Deadline for Undergraduate Transfer, Returning 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 25
June 2020	
Application Deadline for International Students from institutions inside of the US for Fall. (If the program's application deadline is earlier, students should apply by the program application deadline)	June 1
Last Day to Drop/Withdraw (May Mini-Session)	June 1
Summer Financial Aid Disbursements Begin	June 1
Faculty Development & Support Fund Proposals Due to Dean of COB	June 3
Promotion & Tenure Candidates Provide External Evaluations File to Academic Associate (Usually Associate Dean)	June 3
Summer Open Registration and Advising ends by 6 p.m.	June 5
Last Class Day/Final Exam May Mini-Session	June 5
End of Summer Open Registration and Fee Payment Deadline	June 5
Summer Late Registration/Add/Drop	June 6-10
Freshman Final Application deadline for Summer I – Freshmen applying after the online application closes must submit all requirements and a paper application to the Office of Admissions	June 8
Summer I Final Application Deadline for Undergraduate Transfer, all Returning, and Non-Degree seeking Undergraduate or Graduate students.	June 8
Summer I Classes Begin, (8-week, 5-week Sessions)	June 8
Academic Associate Dean Mails Letters and External Evaluations File to P&T candidates' outside reviewers	June 8
Grades Due by 5 p.m. (May Mini-Session)	June 11
Census Date for (5-week Session)	June 11
Fee Payment Deadline for Summer Late Registration by 5 p.m.	June 11
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 15

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Census Date for 8-week Session	June 15
Official Census Date for Regular 8-week Summer Session; Last Day to Drop or Withdraw a Course without receiving a grade	June 15
Submission of Application for Dissertation Defense	June 22
Dissertation Defense	June 26
Last Day to Drop/Withdraw (5-week Session)	June 29
	July 2020
College Annual Reports due to AVPAA	July 1
Faculty Development and Support Fund Proposals Due to Dean of COB	July 3
Last Day to Apply for Summer Graduation (45 days after first class day of May Mini Session)	July 3
Initial Appointment for Format Check of Project/Thesis/Dissertation at Library	July 3
University Holiday (Independence Day)	July 3
Last Class Day/Final Exam (5-week Session)	July 11
Freshman Final Application Deadline Summer II – Freshmen applying after the online application closes must submit all requirements and a paper application to the Office of Admissions	July 13
Summer II Final Application Deadline for Undergraduate Transfer, all Returning and all Non-degree-seeking Undergraduate or graduate students	July 13
Classes Begin Summer II (4-week Session)	July 13
Last Day to Drop/Withdraw (8-week Session)	July 13
Summer II Late Registration	July 13-15
Submission of Dissertation to the Dean	July 14
CBM003 Summer Supplemental course inventory file due to Registrar	July 15
Census Date (4-week Session)	July 15
Submission of Theses/Projects to Dean for approval	July 15
Grades Due by 5 p.m. (5-week Session)	July 16
Fee Payment Deadline for Summer II Late Registration – 5 p.m.	July 16
Final Approval of Dissertation by Dean	July 24
Final Approval of Theses/Projects by Dean	July 31
Initial Electronic Submission (Vireo) of Project/Thesis/Dissertation at Library	July 31
	August 2020
Fall Application Deadline for New Graduate Students. Some programs may have earlier deadlines. See Application Deadlines on the program's web site	August 1
Freshman Final Application Deadline - Fall	August 1
Last Class Day/Final Exam (8-week Session)	August 1
Last Day to Drop/Withdraw (4-week Session)	August 3
Faculty Development and Support Fund Proposals Due to Dean of COB	August 5
Deadline for Final Electronic Submission (Vireo) of Project/Thesis/Dissertation to Library	August 7

Last Class Day/Final Exam (4-week Session)	August 8
Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)	August 8
Fall Priority Application Deadline for Undergraduate Transfer, all Returning, and all Non-degree-seeking Undergraduate or 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 10
Grades due by 5 p.m. (4-wk, 8-wk)	August 13
CBM-001 Student Report Due and CBM-004 Class Report Due	August 14
Blackboard Upgrade (Blackboard will be unavailable starting August 14 at 12:01 a.m.). Blackboard is expected to be returned to service by August 14 at 10:00 p.m.	August 14
Fall Financial Aid Disbursements Begin	August 17
Fall Final Application Deadline for Undergraduate Transfer, all Returning, and all Non-Degree-seeking Undergraduate or Graduate students. Students who apply after this date must submit all required documentation with their paper application to the Office of Admissions.	August 24
Classes Begin Fall First Class Day (Regular Session and 1st 8-week Session)	August 24
Deadline to submit new online master courses for Winter-Mini 2021 for Quality Assurance Review	August 28
OIE submits graduate-level program reviews to THECB	August 31