

2013-2014 ACADEMIC AFFAIRS ADMINISTRATION CALENDAR

March 2013	
March 1	Summer 2013 Application Deadline for International Students transferring from other US institutions and institutions outside the US (if the program's application deadline is earlier, students should apply by the program's application deadline)
March 11	Summer/Fall Class Schedule Available Online (4 weeks prior to early registration)
March 29	Summer Textbooks Orders Due to Bookstore
March 31	CBM003 Annual course inventory adds, changes and deletes – file due to Registrar's Office
April 2013	
April 1	Fall 2013 - 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 application deadline)
April 8-18	Summer (including May Mini-Session) and Fall Early Registration and Advising
April 19	Fall Textbooks Orders Due to Bookstore
April 19-May 13	May Mini-Session Open Registration ends by 6 p.m.
April 19-May 31	Summer Open Registration and Advising ends by 5 p.m.
April 19-August 23	Fall Open Registration and Advising ends by 5 p.m.
April 30	CBM003 Freshman/Sophomore course inventory adds – file due to Registrar's Office
May 2013	
May 6	Mini-Session Application and Document Deadline for All Undergraduates, Former and Non-Degree Seeking Students
May 13	May Mini-Session Classes Begin
May 13	May Mini-Session Fee Payment Deadline by 6 p.m.
May 14	Census Date (May Mini-Session)
May 20	Summer I and II 2013 - 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 27	Last Day to Drop a class (May Mini Session)
May 27	University Holiday (Memorial Day)
May 31	New International Student Orientation – Summer 2013
May 31	Last Class Day/Exam (May Mini-Session)
May 31	End of Summer Open Registration and Summer Fee payment Deadline
June 2013	
June 1	Fall 2013 - 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)
June 1-5	Late Registration for Summer I/Add/Drop
June 3	Summer I 2013 - Final Application and Documents Deadline
June 3	Summer I Classes Begins (9-week and 1 st 5-week Session)
June 3	Classes Begin for 8-week Session
June 6	Fee Payment Deadline for Summer I Late Registration
June 6	Census Date – 1 st 5-week Session
June 6	Grades due by Noon (May Mini-Session)
June 10	Census Date for 8-week Session
June 11	Official Census Date for Regular 9-week Session; Last Day to Drop or Withdraw Without receiving a grade
June 15	CBM-002 THECB Report Due

June 15	CBM-00S THECB Report Due – Student Schedule Report
June 15	CBM-008 THECB Faculty Report Due (Now and End of Semester Report for Spring Term)
June 15	CBM-0E1 THECB Report Due – Student End of Semester Report (replaces the CBM-006)
June 24	Last Day to Drop/Withdraw (1 st 5-week Session)
July 2013	
July 3	Last Day to Apply for Summer Graduation (30 days after first class day)
July 4	University Holiday - Independence Day *
July 6	Last Class Day/Exam, (1 st 5-week Session)
July 8	Summer II 2013 - Final Application and Documents Deadline
July 8	Classes Begin Summer II, (2 nd 5-week and 2 nd 4-week Sessions)
July 8	Last Day to Drop/Withdraw (8-week Session)
July 8-10	Summer II Late Registration
July 10	Census Date for 2 nd 4-week Session
July 11	Census Date for 2 nd 5-week Session
July 11	Grades Due by Noon (1 st 5-week Session)
July 11	Fee Payment Deadline for Summer II Late Registration
July 15	CBM003 Summer supplemental course inventory – file due to Registrar’s Office
July 15	Last Day to Drop/Withdraw (9-week Session)
July 27	Last Class Day/Exam (8-week Session)
July 29	Last Day to Drop/Withdraw (2 nd 4-week Session)
July 29	Last Day to Drop/Withdraw (2 nd 5-week Session)
August 2013	
August 1	Fall 2013 - Application Deadline for New Graduate Students in all Academic Schools. (Some programs have earlier deadlines)
August 3	Last Class Day/Exam (2 nd 4-week Session)
August 3	Last Class Day/Exam (9-week Session)
August 8	Grades Due by Noon (9-week, 8-week, 4-week)
August 9	Final Approval of Dissertation for Summer 2013
August 10	Last Class Day Summer II/Exam (2 nd 5-week Session)
August 10	Official Closing of the Summer Semester and Degree Conferral Date (No commencement ceremony)
August 12	Fall 2013 - 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 26, 2013)
August 15	Grades Due by Noon (2 nd 5-week Session)
August 15	Submission of Approved Dissertation for Summer 2013 to the Library
August 15	CBM-001 Student Report Due & CBM-004 Class Report Due
August 17	New Student Orientation – Fall 2013
August 19	Financial Aid Disbursements Begin for Fall 2013
August 19-21	New Faculty Orientation
August 22	New International Student Orientation - Fall 2013
August 23	End of Fall Open Registration and Fall Fee Payment Deadline
August 24-September 3	Fall Late Registration/Add/Drop
August 26	Fall 2013 - Final Application and Documents Deadline
August 26	Fall Classes Begin First Class day (Regular and 1 st 8-week Sessions)
August 29	Faculty Development & Support Fund Proposals due to Associate Dean of HSH

September 2013	
September 2	University Holiday - Labor Day*
September 3	Census Date (1 st 8-week Session); Last Day to Drop or Withdraw without receiving a grade
September 4	Fee Payment Deadline for Fall Late Registration, 6:00 p.m. (All payment methods)
September 6	Promotion and Tenure Files sent to Deans from faculty
September 11	Official Census Date for Fall; Last Day to Drop or Withdraw without receiving a grade (Regular Session)
September 13	Promotion and Tenure Deadline for receipt of outside reviewers' evaluations
September 15	CBM003 Fall Supplemental course inventory – file due to Registrar's Office
September 16	Faculty Development & Support Fund Proposals Due to Dean of SCE
September 17	Faculty Research & Support Fund Proposals Due to Sponsored Programs, via email by 5:00 p.m. Follow format at http://prtl.uhcl.edu/portal/page/portal/osp/frsf
September 25	Last Day to Apply on time for Fall Semester Graduation on time (30 days after 1 st class day)
September 27	Deans send to Provost a list of tenured faculty who received satisfactory or unsatisfactory post-tenure reviews during the past year
September 27	Post-Tenure review notification to tenured faculty members from the deans for the next year
September 28	Submission of Application for Dissertation Defense for Fall 2013
September 30	Last Day to Drop/Withdraw (1 st 8-week Session)
September 30	Spring 2014 Class Schedule Available Online (4- weeks prior to early registration)
October 2013	
October 1	Spring 2014 - 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 1	CBM-002 THECB Report Due
October 1	CBM-008 (Now and End of Semester Report Due for Summer Term)
October 1	CBM-005 THECB Report Due—Student Schedule Report
October 1	CBM-0E1 THECB Report Due—Student End of Semester Report (replaces the CBM-006)
October 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
October 10	Modify FY14 Assessment Plans as necessary based on FY13 assessment findings and other changes
October 11	Close the Loop: All program areas enter "Assessment Results" and "Use of Results" in FY2013 (2012-13) Learning and Program Assessment Plans in the AIM System. (Note: All assessment plans will be reviewed for timely completion and Quality)
October 15	Annual Course-Related Fee Requests and Projected Fee Budgets Due from Schools to AVPAA
October 15	CBM-001 Student Report Due & CBM-004 Class Report Due
October 15	CBM-00B Admissions Annual Report Due
October 15	CBM-005 Building and Room Report Due
October 15	Faculty Development & Support Fund Proposals Due to Dean of SOE
October 19	Dissertation Defense for Fall 2013
October 19	Last Class Day/Exam (1 st 8-week Session)

October 21	Classes Begin (2 nd 8-week Session)
October 23	Fee Payment Deadline for Fall II Registration
October 24	Grades Due by Noon (1 st 8-week Session)
October 28	Census Date for 2 nd 8-week Session; Last Day to Drop or Withdraw without receiving a grade
October 28-November 7	Spring 2014 Early Registration and Advising
October 31	Peer Review Committee and Associate Dean's P&T Recommendations to Dean
November 2013	
November 1	Faculty Development & Support Fund Proposals Due to Dean of BUS
November 1	Spring 2014 - 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 4	Review Assessment Plans. Office of Planning and Assessment (OPA) and school assessment Staff/team review all assessment plans for timely completion and quality. OPA issues a review report to the Deans, Provost, and the President indicating the extent to which each plan meets the review criteria.
November 7	Deadline for Submission of Theses/Projects to Library for Format Check
November 7	Faculty Development Leave Applications Due to Associate Dean of HSH
November 7	Faculty Development & Support Fund Proposals Due to Associate Dean of HSH
November 8-January 10, 2014	Spring 2014 Open Registration and Advising ends by 5 p.m.
November 11	Last Day to Drop/Withdraw (Regular Session)
November 12	Submission of Dissertation to Library for Format Check – Fall 2013
November 14	Deadline for Submission of Theses/Projects to Dean
November 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
November 15	Deans' P&T Recommendations Due to Provost
November 16	Submission of Fall 2013 Dissertation to the Dean's Office
November 25	Last Day to Drop/Withdraw (2 nd 8-week Session)
November 27-30	Thanksgiving Holidays (Students)
November 28-29	Thanksgiving Holidays (Staff)*
December 2013	
December 1	Spring 2014 - Application Deadline for New Graduate Students in all Academic Schools. (Some programs have earlier deadlines)
December 3	Faculty Development & Support Fund Proposals Due to Dean of BUS
December 3	Faculty Development Leave Applications Due to School Chair in SOE
December 5	Final Approval of Theses/Projects by Dean
December 7	Last Class Day for Fall (Regular Session)
December 7	Final Approval of Dissertation for Fall 2013
December 7-14	100% Online Courses may schedule finals
December 9-14	Final Exams (Regular Session)
December 12	Deadline for Approved Theses/Projects to be deposited in library
December 13	Faculty Development Leave Applications Due to School Chairs of SCE
December 14	Last Class Day/Exam (2 nd 8-wk Session)
December 14	Official Closing of the Fall Semester and Degree Conferral Date
December 15	Commencement Ceremonies, Reliant Arena
December 16	Deadline for notification of non-Reappointment of faculty from Deans to faculty in their second year of employment whose appointment will expire at the end of the academic year

December 16	Grades due by 5 p.m. (Regular and 2 nd 8-week)
December 17-24	Blackboard Upgrade (Blackboard will be unavailable starting December 17 at 8 a.m.)
December 17	Submission of approved Fall 2013 Dissertation to Library for deposit
December 24-January 1, 2014	Server & Network Upgrades (Students, faculty and staff should expect interruptions of campus networking and computing services)
December 23-January 1, 2014	University Holidays *
January 2014	
January 6	Financial Aid Disbursement Begin for Spring 2014
January 6	Spring 2014 – Priority Application Deadline for Undergraduate Transfer, Former, and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the application and will be processed for late registration until January 13, 2014)
January 7	New Student Orientation – Spring 2014
January 7	Provost's P&T Recommendations Due to President
January 9	New International Student Orientation – Spring 2014
January 9	New Student Orientation (UHCL Pearland Campus)
January 10	End of Spring Open Registration and Fee Payment Deadline
January 10	New Student Orientation
January 11-21	Spring Late Registration/Add/Drop
January 11	New Transfer Student Orientation
January 13	Spring Classes Begin (First class day for Regular Session and 1 st 8-week Session)
January 13	Spring 2014 - Final Application and Documents Deadline
January 15	Faculty Development & Support Fund Proposals Due to Dean of SOE
January 20	University Holiday - Martin Luther King *
January 21	Census Date (1 st 8-week Session); Last Day to Drop or Withdraw without receiving a grade
January 22	Fee Payment Deadline for Spring Late Registration by 6:00 PM
January 23	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
January 28	Deadline for Appeal of Promotion and Tenure Recommendations due to the appropriate filing office
January 29	Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw without receiving a grade (Regular Session)
February 2014	
February 1	Fall 2014 - Freshman Priority Application Deadline
February 1	CBM-002 THECB Report Due
February 1	CBM-008 (Now and End of Semester Report Due for Fall Term)
February 1	CBM-00S THECB Report Due—Student Schedule Report
February 1	CBM-0E1 THECB Report Due--Student End of Semester Report (replaces the CBM-006)
February 3	Summer/Fall 2014 Interim Course-Related Fee Requests due to AVPAA
February 12	Last Day to Apply on time for Spring Semester Graduation on time (30 days after 1 st class day)
February 15	CBM003 Spring Supplemental course inventory - file due to Registrar's Office
February 17	Faculty Development & Support Fund Proposals Due to Dean of SCE
February 17	Last Day to Drop/Withdraw (1 st 8-week Session)
March 2014	
March 1	Summer 2014 - 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 3	Faculty Development Leave Due to Provost
March 3	Deadline for Notification of Non-Reappointment of Faculty from Deans to Faculty In First Year of Employment Whose Appointment Will Expire at the End of the Academic Year
March 4	Submission Application for Dissertation Defense for Spring 2014
March 8	Last Class Day/Exam (1 st 8-week Session)
March 10	Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)
March 13	Grades due by Noon (1 st 8-week Session)
March 10-15	Spring Holidays (Students)
March 14	Spring Break (Staff)
March 14	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 Class Report Due
March 17	Classes Begin (2 nd 8-week Session)
March 19	Payment Deadline for Spring II Registration
March 24	Census Date for 2 nd 8-week Session; Last Day to Drop or Withdraw without receiving a grade
March 25	Dissertation Defense – Spring 2014
March 28	Summer Textbooks Orders Due to Bookstore
March 28	President's P&T Due to Chancellor
March 29	Summer 2014 Textbook Orders Due in Bookstore
April 2014	
April 1	Fall 2014 - Application Deadline for International Students from institutions outside the US. (If the program's application deadline is earlier, students should apply by the program's application deadline).
April 2	Faculty Development and Support Fund Proposals Due to Dean of BUS
April 2	Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty
April 2	Office of Institutional Research (OIR) posts all Program Review Surveys and Report Data on OIR website for committee members based on the Fall 2013 time-period
April 2	Provost Sends Update of Faculty to Complete Third and Sixth Year Reviews to Deans along with the Promotion and Tenure Calendar for the Upcoming Academic Year
April 3	Faculty Development and Support Fund Proposals Due to Associate Dean of HSH
April 7	Submission of Theses/Projects to Library for Format Check
April 7	Last Day to Drop/Withdraw (Regular Session)
April 7-17	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 3, 2014
April 15	Submission of Dissertations to Library for format check for Spring 2014
April 15	Faculty Development & Support Fund Proposals Due to Dean of SOE
April 15	Faculty Development & Support Fund Proposals Due to Dean of SCE
April 16	Submission of Theses/Projects to Dean
April 18	Fall Textbooks Orders Due to Bookstore
April 18-May 12	May Mini-Session Open Registration ends at 6 p.m.
April 18-May 30	Summer Open Registration and Advising ends at 6 p.m.
April 18-August 22	Fall Open Registration and Advising ends by 5 p.m.

April 21	Last Day to Drop/Withdraw (2 nd 8-week Session)
April 22	Submission of Spring 2014 Dissertations to the Dean's Office
April 26-May 5	100% Online Courses may schedule Final Exams
April 28	Last Class Day of Spring (Regular Session)
April 29-May 5	Final Exams Spring (Regular Session)
April 30	CBM003 Annual course inventory adds, changes and deletes – file due to Registrar's Office
April 30	Dean's Report to Provost the names of Program Review Committee Chairs
May 2014	
May 1	Deadline for Final Approval of Theses/Projects by Dean
May 1	Summer 2014 - Application Deadline for New Graduate Students in all Academic schools. (Some programs have earlier deadlines)
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	Official Letter of reappointment sent from President to Non-Tenure Track Faculty
May 8	Deadline for Deposit of approved Theses/ Projects in Library
May 10	Commencement Ceremonies TBD
May 10	Last Class Day/Exam (2 nd 8-week Session)
May 10	Official Closing of Spring Semester and Degree Conferral Date
May 12	Develop Assessment Plans: All programs areas prepare FY14 plan by completing the first four columns in the AIM system for both student learning and program outcomes
May 12	First Class Day May Mini-Session
May 12	May Mini-Session Fee Payment Deadline by 6 p.m.
May 13	Census Date for May Mini-Session
May 13	Deadline for Final Approval of Dissertations for Spring 2014
May 14	Deadline for Notification of non-reappointment of faculty from Deans to faculty in Years 3, 4, and 5 whose appointments will expire at the End of May, 2014
May 15	Grades Due by Noon (Regular and 2 nd 8-week Session)
May 20	Summer I And II 2014 - Priority Application Deadline for Undergraduate Transfer, Former, and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the application and will be processed for late registration)
May 20	Submission of Approved Dissertations for Spring 2014 to the Library
May 26	Financial Aid Disbursements Begin for Summer 2014
May 26	Last Day to Drop/Withdraw (May Mini-Session)
May 26	University Holiday - Memorial Day*
May 27	OPA and school assessment staff/team review all assessment plans for timely completion and quality. OPA issues a review report to the Deans, Provost, and the President indicating the extent to which each plan meets the criteria.
May 29	Faculty Development & Support Fund Proposals Due to Dean of HSH
May 30	New International Student Orientation – Summer 2014
May 30	Last Class Day/Exam (May Mini-Session)
May 30	End of Summer Open Registration and Fee Payment Deadline
May 31-June 4	Summer Late Register/Add/Drop
June 2014	
June 1	Fall 2014 - Freshman Final Application Deadline

June 1	Fall 2014 - 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	Classes Begin, (9-week, 1 st 5-week)
June 2	Classes Begin, (8-week Session)
June 2	Summer I 2014 - Final Application and Documents Deadline
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 5	Grades Due by Noon (May Mini-Session)
June 5	Census Date (1 st 5 week Session)
June 5	Fee Payment Deadline for Summer Late Registration – 6 p.m.
June 9	Census Date (8-week Session)
June 10	Official Census Date for Regular 9-week Summer Session; Last Day to Drop or Withdraw a course without receiving a grade
June 11	Academic Associate Dean Mails Letters and external evaluations file to P&T candidates' outside reviewers
June 15	CBM-002 THECB Report Due
June 15	CBM-00S THECB Report Due – Student Schedule Report
June 15	CBM-008 THECB Faculty Report Due (Now and End of Semester Report for Spring Term)
June 15	CBM-0E1 THECB Report Due-Student End of Semester Report (replaces the CBM-006)
June 17	Submission of Application for Dissertation Defense for Summer 2014
June 23	Last Day to Drop/Withdraw (1 st 5-week Session)
June 26	Last Day to Apply for Summer Graduation (45 days after First Class day of May Mini-Session)
July 2014	
July 2	Faculty Development and Support Fund Proposals Due to Dean of BUS
July 4	University Holiday - Independence Day*
July 5	Last Class Day/Exam (1 st 5-week Session)
July 7	Submission of Theses /Projects to Library for Format Check
July 7	Classes Begin Summer II (2 nd 5-week and 2 nd 4-week Sessions)
July 7	Last Day to Drop/Withdraw (8-week Session)
July 7	Summer II 2014 - Final Application and Documents Deadline
July 7-9	Summer II Late Registration
July 8	Dissertation Defense for Summer 2014
July 9	Census Date 2 nd 4-week Session
July 10	Census Date 2 nd 5-week Session
July 10	Grades Due by Noon (1 st 5-week Session)
July 10	Fee Payment Deadline for Summer II Late Registration end at 6 p.m.
July 14	Last Day to Drop/Withdraw (9-week Session)
July 15	CBM003 Summer Supplemental course inventory – file due to Registrar's Office
July 26	Last Class Day/Exam (8-week Session)
July 28	Last Day to Drop/Withdraw (2 nd 4-week Session)
July 28	Last Day to Withdraw (2 nd 5-week Session)
July 15	Faculty Development and Support Fund Proposals Due to Dean SOE
July 17	Submission of Theses/Projects to Dean
July 22	Deadline for Submission of Dissertations to Library for Format Check – Summer 2014

July 29	Deadline for Submission of Dissertation for Summer 2014 to the Dean's Office
July 31	Deadline for Final Approval of Theses/Projects by Dean
August 2014	
August 1	Deadline for Spring 2015 Interim Course-Related Fee Requests to AVPAA
August 1	Fall 2014 - Application Deadline for New Graduate Students in all Academic Schools. (Some programs have earlier deadlines).
August 1	Faculty Development and Support Fund Proposals Due to Dean of BUS
August 2	Last Class Day/Exam 2 nd 4-week Session
August 2	Last Class Day/Exam 9-week Session
August 6	Deadline for Approved Theses/Projects to Be Deposited In Library
August 7	Grades Due by Noon (9-week, 8-week, 4-week)
August 9	Last Class Day Summer II/Exam (2 nd 5-week Session)
August 9	Official Closing of Summer Semester and Summer Degree Conferral Date (No commencement Ceremony)
August 11	Final Approval of Dissertation for Summer 2014
August 11	Fall 2014 - Priority Application Deadline for Undergraduate Transfer, Former, and Non-Degree Seeking Undergraduate/Graduate Students. (Students who apply after this date must submit all required documentation with the application and will be processed for Late Registration until August 25, 2014.
August 14	Grades Due by Noon (2 nd 5-week Session)
August 14	Submission of Approved Dissertation for Summer 2014 to the Library
August 15	CBM-001 Student Report Due and CBM-004 Class Report Due (Funding term for new base year)
August 18	Financial Aid Disbursements Begin for Fall 2014
August 25	Fall 2014 - Final Application and Documents Deadline
August 25	Classes Begin Fall First Class Day (Regular Session and 1 st 8-week Session)

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