

**University of Houston-Clear Lake**  
**2021-2022 Academic Affairs Administration Calendar**

Deans Provide Provost Office With the Following Information: (1) Associate Professors Going Up for Promotion to Professor, (2) Assistant Professors Going Up for Promotion and Tenure to Associate Professor [Note: Assistant Professors going up early must request Provost approval; refer to Promotion and Tenure (P&T) Policy in the <a href="#">Faculty Handbook</a> ] and (3) Associate Professors or Professors Going Up for Tenure. Deans Should Confirm Eligibility of all Requests Being Forwarded.	April 1, 2021
Provost Office Approves the Final List of Candidates Going Up for P&T in 2021-22. (Candidates requesting the addition of a Faculty member from across campus submit request to Dean in writing.)	April 5
Each College Provides Provost Office a List of PRC Committees (members and Chairs) and Department Chair Reviewers for Each Candidate. Dean's Decision and Justification Are Provided to Candidate in Writing. Candidate Is Notified in Writing of Final Committee Membership.	April 19
Candidates Receive Access to the 2021-22 P&T Workflow. Candidates for P&T Submit a List of at Least Five (5) External Reviewers to Department Chair.	May 17
Transfer Student Orientation	May 27
Candidates for P&T Provide External Review Packet to the Appropriate Department Chair (HSH, COE) or Associate Dean (CSE, COB).	June 4
Appropriate Department Chair or Associate Dean Sends External Evaluation File to P&T Candidate's Outside Reviewers.	June 18
Transfer Student Orientation	June 23 and July 27
Last Class Day/Final Exam (Eight-Week Session)	July 31
<b>August 2021</b>	
Fall Application Deadline for New Graduate Students (Some programs may have earlier deadlines. See Application Deadlines on the program's website.)	August 1
Freshman Final Application Deadline – Fall	August 1
Priority Application Deadline for International Students for Spring	August 1
Last Day to Drop/Withdraw (Four-Week Session)	August 2
Faculty Development and Support Fund Proposals Due to Dean of COB	August 4
Last Class Day/Final Exam (Four-Week Session)	August 7
Official Closing of Summer Semester and Summer Degree Conferral Date (no commencement ceremony)	August 7
Fall Priority Application Deadline for Undergraduate Transfer, Returning and 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 9
Grades Due by 5 p.m. (Four-Week, Eight-Week Sessions)	August 12
Transfer Student Orientation	August 14
Fall Financial Aid Disbursements Begin	August 16

\*Holidays are tentative until confirmed by Office of Human Resources  
 \*\*Actual date determined by Planning and Budget Calendar

New Faculty Orientation	August 16–17
New International Student Orientation for Fall	August 17–20
Student Orientation and Registration	August 18–20
Fall Final Application Deadline for Undergraduate Transfer, Returning and 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 23
Classes Begin – Fall First Class Day (Regular Session and first Eight-Week Session)	August 23
OIE Submits Graduate-Level Program Reviews to THECB.	August 30
Census Date for First Eight-Week Session; Last Day to Drop or Withdraw Without Receiving a Grade	August 30
Fee Payment Deadline for Fall Late Registration, 5 p.m. for All Payment Methods	August 31
<b>September 2021</b>	
Deadline for Candidates for P&T to Submit P&T Document in the 2021-22 P&T Workflow; P&T Deadline for Receipt of Outside Reviewer Evaluations	September 3
Labor Day Holiday*	September 6
Faculty Development & Support Fund Proposals Due to Associate Dean of HSH	September 7
Faculty Development & Support Fund Proposals Due to Dean of COE	September 7
Official Census Date for Fall; Last Day to Drop or Withdraw Without Receiving a Grade (Regular Session)	September 8
Deadline to Submit New Online Master Courses for Winter-Mini Session 2022 for Review	September 10
Deadline for Appropriate Department Chair or Associate Dean to Upload the External Review Documentation into Workflow and Submit the Candidate's P&T File to the PRC Committee (This represents the deadline for external review letters to be received.)	September 10
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 <a href="https://www.uhd.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds">https://www.uhd.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds</a> .)	September 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	September 16
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 for Fall Semester Graduation on Time (30 days after first class day)	September 22
Last Day to Drop/Withdraw (first Eight-Week Session)	September 27
<b>October 2021</b>	
Spring Class Schedule Available Online (four weeks prior to early registration)	October 4
Deadline to Submit New Online Master Courses for Spring 2022 for Review	October 8
Deadline to Submit Application for Dissertation Defense	October 8
Faculty Development Leave Applications (FDL) Due to College FDL Committee	October 14

Deadline for PRC to Complete Their Review, Upload Recommendation Letter into Workflow, Record Committee's Overall Recommendation for Teaching, Scholarship and Service, and Forward (Submit) Candidate's P&T File to the Department Chair	October 15
Dissertation Defense	October 15
Last Class Day/Final Exam (First Eight-Week Session)	October 16
Classes Begin (Second Eight-Week Session)	October 18
Fee Payment Deadline for Fall II Registration	October 20
Grades Due by 5 p.m. (First Eight-Week Session)	October 21
Census Date Second Eight-Week Session; Last Day to Drop or Withdraw Without Receiving a Grade	October 25
Programs and Units Submit Completed Assessment Plans in the AMS System	October 29
Initial Appointment for Format Check of Project/Theses/Dissertation at Library	October 29
<b>November 2021</b>	
Spring Early Registration and Advising (Winter Mini and Spring Regular Session)	November 1–11
Office of Institutional Effectiveness Reviews Assessment Plans and Works with Plan Owners to Meet Best Practices and UHCL Assessment Standards.	November 1–30
Freshman Priority Application Deadline – Spring 2022	November 1
CBM-009 Graduation Report Due	November 1
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 and CBM-014 THECB Facilities Building Inventory Report Due	November 1
Faculty Development & Support Fund Proposals Due to Dean of COB	November 1
Submission of Dissertation to the Dean	November 5
Last Day to Drop/Withdraw (Regular Session)	November 8
Spring Open Registration and Advising Ends by 5 p.m. (Winter Mini and Spring Regular Session). Open Registration for the Winter Mini Ends Dec. 13.	November 12– January 14, 2022
Submission of Theses/Projects to Dean for Approval	November 15
Faculty Development Leave Committee Submits Approved Proposals to Dean.	November 15
CBM-001 Student Report Due and CBM-004 Class Report Due	November 15
CBM-00B Admissions Annual Report Due	November 15
CBM-005 Building and Room Report Due	November 15
Faculty Development & Support Fund Proposals Due to Dean of CSE	November 15
Deadline for New Online Course Requests for Summer and Fall 2022 Delivery (Only limited delegation requests for Spring and Summer 2022 delivery will be accepted after this date.)	November 19
Deadline for Department Chair to Complete Review, Upload Recommendation Letter into Workflow, Record Recommendation for Teaching, Scholarship and Service, and Forward (Submit) P&T File to Candidate	November 19

Last Day to Drop/Withdraw (Second Eight-Week Session)	November 22
Thanksgiving Holidays (Students)*	November 24–27
Thanksgiving Holidays (Staff)*	November 25–26
Final Approval of Dissertation by Dean	November 26
Deadline for Candidate's Five-Business-Day Window to Review P&T File and Add any Candidate Letter of Information/Rebuttal, if Desired, to the P&T File. P&T File Is Released to the Dean for Review.	November 30
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
<b>December 2021</b>	
Freshman Final Application Deadline – Spring 2022	December 1
Spring Application Deadline for New Graduate Students (Some programs may have earlier deadlines. See Application Deadlines on the program's website.)	December 1
Initial Electronic Submission (via Vireo) of Project/Theses/Dissertation to Library	December 3
Last Class Day for Fall (Regular Session)	December 4
100% Online Courses May Schedule Finals	December 4
Final Approval of Theses/Projects by Dean	December 6
Faculty Development & Support Fund Proposals Due to Dean of COB	December 6
Final Exams (Regular Session)	December 6–11
Deadline for Final Electronic Submission (Vireo) of Project/Theses/Dissertation to Library	December 10
Last Class Day/Final Exam (Second Eight-Week Session)	December 11
Official Closing of the Fall Semester and Degree Conferral Date	December 11
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
Classes Begin (Winter Mini Session)	December 13
Grades Due by 5 p.m. (Regular and Second Eight-Week Session)	December 14
Census Date (Winter Mini Session)	December 14
Fee Payment Deadline Noon (Winter Mini Session)	December 14
Faculty Development Leave Due to Provost	December 14
Server and Network Upgrades (Students, Faculty, and Staff should expect interruptions of campus networking and computing services.)	December 24, 2021– January 1, 2022
Winter Holidays (Students)* No Classes Winter Mini Session	December 24, 2021– January 1, 2022

**January 2022**

Deadline for Dean to Complete Review, Upload Recommendation Letter into Workflow, Record a Recommendation for Teaching, Scholarship and Service, and Forward (Submit) the P&T File to the Candidate January 3

Priority Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate and Graduate Students (Students who apply after this date must submit all documentation with their paper application in the Office of Admissions and will be processed for Late Registration – Spring 2022.) January 4

Final Application Deadline for Graduate Students January 4

Last Day to Drop/Withdraw (Winter Mini Session) January 10

Deadline for Candidate's Five-Business-Day Window to Review P&T File and Add any Candidate Letter of Information/Rebuttal, if Desired, to the P&T File. P&T File Is Released to the University P&T Committee (UPTC) for review. January 10

Spring Financial Aid Disbursement Begin January 11

New International Student Orientation TBD

Last Class Day/Final Exam (Winter Mini Session) 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 14

End of Spring Open Registration and Fee Payment Deadline January 14

Final Application and Documents Deadline for Undergraduate Transfer Students, Returning and Non-Degree-Seeking Undergraduate Students – Spring 2022 January 14

Spring Late Registration/Add/Drop January 15–25

Martin Luther King Holiday\* January 17

Spring Classes Begin (First Class Day for Regular Session and First Eight-Week Session) January 18

Grades Due by 5 p.m. (Winter Mini Session) January 21

Census Date (First Eight-Week Session); Last Day to Drop or Withdraw Without Receiving a Grade January 25

Fee Payment Deadline for Spring Late Registration by 5 p.m. January 26

**February 2022**

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

Freshman Priority Application Deadline – Fall February 1

Faculty Development & Support Fund Proposals Due to Dean of CSE February 2

Official Census Date for Spring (Regular Session); Last Day to Drop or Withdraw Without Receiving a Grade (Regular Session) February 2

Deadline for University P&T Committee (UPTC) Members to Submit Their Pre-Meeting Votes for P&T Cases to the Provost Office February 4

UPTC Meeting to Review and Vote on P&T Cases February 7

Deadline for Provost to Provide Candidates with UPTC Decision Letter. Candidate Has Five (5) Business Days (Deadline 2/21/22) to Inform Provost of Intent to Appeal P&T Decision; P&T Files Are Submitted to President.	February 14
Faculty Development & Support Fund Proposals Due to Dean of CSE	February 14
CBM003 Spring Supplemental Course Inventory Due to Registrar	February 15
Last Day to Apply for Spring Semester Graduation on Time (30 days after first class day)	February 17
Deadline to Submit New Online Master Courses for Summer and May-Mini 2022 Review	February 18
Last Day to Drop/Withdraw (first Eight-Week Session)	February 22
<b>March 2022</b>	
On Behalf of the Provost, the Executive Director of Planning and Assessment Sends Letters to Deans Identifying Programs Due for Review.	March 1–15
Freshman Priority Application Deadline – All Summer Sessions	March 1
Submission of Application for Dissertation Defense	March 1
CBM-002 THECB TSI Report Due	March 1
Priority Application Deadline for International Students from Institutions Inside the US for Fall (If the program's application deadline is earlier, Students should apply by the program application deadline.)	March 1
CBM-008 THECB Faculty Report	March 1
CBM-00S THECB Student Schedule Report Due	March 1
CBM-0E1 THECB Student End of Semester Report Due	March 1
Faculty Development and Support Fund Proposals Due to Department Chair of COE	March 1
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 1
Summer/Fall Class Schedules Available Online (4 weeks prior to early registration)	March 7
Last Class Day/Final Exam (first Eight-Week Session)	March 12
Spring Holidays (Students)	March 14–19
Spring Break (Staff)*	March 18
Deadline to Submit New Online Master Courses for Fall 2022 for Review	March 18
Deadline for any University P&T Appeals Committee to Submit Recommendations Regarding an Appeal Case to the President	March 21
Dissertation Defense	March 21
Classes Begin (second Eight-Week Session)	March 21
Payment Deadline for Spring II Registration	March 23
Grades Due by 5 p.m. (first Eight-Week Session)	March 24
Faculty Research & Support Fund Proposals Due to Sponsored Programs via Email by 5 p.m. (Follow format at <a href="https://www.uhd.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds">https://www.uhd.edu/about/administrative-offices/sponsored-programs/faculty-research-support-funds</a> .)	March 25
Census Date (second Eight-Week Session); Last Day to Drop or Withdraw Without Receiving a Grade	March 28

Faculty Development and Support Fund Proposals Due to Associate Dean of HSH	March 28
Deans Send Names of Program Review Committees to OIE	March 29
<b>April 2022</b>	
Initial Appointment for Format Check of Project/Theses/Dissertation at Library	April 1
Provost Sends Update of Faculty to Complete Third- and Sixth-Year Reviews to Deans Along with the P&T Calendar for the Upcoming Academic Year.	April 1
Deans' Notification of Reappointment or Non-Reappointment to Non-Tenure-Track Faculty	April 1
Summer (Including May Mini-Session) and Fall Early Registration and Advising	April 4–14
Faculty Development and Support Fund Proposals Due to Dean of COB	April 4
Deans' Written Notification to Faculty Who Will Undergo Third-Year Review	April 8
Provost Request to Deans for List of Reappointments and Non-Reappointments of Non-Tenure-Track Faculty – Due May 2, 2022	April 8
Last Day to Drop/Withdraw (Regular Session)	April 12
CBM-001 Student Report Due and CBM-004 THECB Class Report Due	April 14
Faculty Development & Support Fund Proposals Due to Dean of CSE	April 14
Deadline for Submission of Course Changes to UHCL Core Curriculum Committee	April 15
Submission of Theses/Projects to Dean	April 15
Submission of Dissertation to the Dean's Office	April 15
May Mini-Session Open Registration Ends at 6 p.m.	April 15–May 16
Fall Open Registration and Advising Ends by 5 p.m.	April 15–August 19
The President's P&T Decision Letter Is Forwarded to the University of Houston System for Board of Regents Approval.	April 20
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
Deadline for Final Approval of Dissertation	April 22
Last Day to Drop/Withdraw (Second Eight-Week Session)	April 25
CBM003 Annual Course Inventory Due to Registrar	April 29
100% Online Courses May Schedule Final Exams	April 30–May 9
<b>May 2022</b>	
Summer I Priority Application Deadline for Undergraduate Transfer, 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.)	May 1
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 by May 15.)	May 1
Assessment Cycle Begins; AMS System Is Open for Results and Use of Results	May 1

Final Application Deadline for New Graduate Students (Some programs may have earlier deadlines. See Application Deadlines on the program's website – Summer.)	May 1
Final Approval of Theses/Projects by Dean	May 2
Faculty Development & Support Fund Proposals Due to Dean of COB	May 2
Deans' Notification to Provost of Status of Non-Tenure-Track Faculty – Reappointments	May 2
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 2022	May 2
Last Class Day of Spring (Regular Session)	May 2
Final Exams Spring (Regular Session)	May 3–9
Initial Electronic Submission (Vireo) of Project/Theses/Dissertation at Library	May 6
President sends Official Letter of Reappointment to Non-Tenure-Track Faculty.	May 10
Deadline for Final Electronic Submission (Vireo) of Project/Theses/Dissertation to Library	May 13
Last Class Day/Final Exam (Second Eight-Week Session)	May 14
Official Closing of Spring Semester and Degree Conferral Date	May 14
First Class Day – May Mini-Session	May 16
May Mini-Session Fee Payment Deadline by Noon	May 17
Census Date for May Mini-Session	May 17
Grades Due by 5 p.m. (Regular and Second Eight-Week Session)	May 19
Faculty Development & Support Fund Proposals Due to Dean of HSH	May 23
Summer I Final Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate Students	May 25
Last Day to Drop/Withdraw (May Mini-Session)	May 30
Summer Financial Aid Disbursements Begin	May 30
Memorial Day Holiday*	May 30
<b>June 2022</b>	
Final Application Deadline for International Students	June 1
Faculty Development and Support Fund Proposals Due to Dean of COB	June 2
Deadline for New Online Course Requests for Spring 2022 (Including Winter Mini Semester 2022) Delivery to Be Submitted (Only limited delegation requests for Spring 2022 delivery will be accepted after this date.)	June 3
Summer Open Registration and Advising Ends by 5 p.m.	June 3
Last Class Day/Final Exam May Mini-Session	June 3
End of Summer Open Registration and Fee Payment Deadline	June 3
Summer II Priority Application Deadline for Undergraduate Transfer, 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.)	June 4



Summer Late Registration/Add/Drop	June 4–8
Summer I Classes Begin (Eight-Week, Five-Week Sessions)	June 6
Submission of Application for Dissertation Defense	June 6
Grades Due by 5 p.m. (May Mini-Session)	June 9
Census Date for Five-Week Session	June 9
Fee Payment Deadline for Summer Late Registration by 5 p.m.	June 9
Census Date for Eight-Week Session	June 13
Official Census Date for Regular Eight-Week Summer Session; Last Day to Drop or Withdraw a Course Without Receiving a Grade	June 13
Dissertation Defense	June 27
Last Day to Drop/Withdraw (Five-Week Session)	June 27
<b>July 2022</b>	
College Annual Reports Due to AVPAA	July 1
Last Day to Apply for Summer Graduation (45 Days After First Class Day of May Mini-Session)	July 1
Summer II Final Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate Students	July 1
Initial Electronic Submission (Vireo) of Project/Theses/Dissertation at Library	July 1
Faculty Development and Support Fund Proposals Due to Dean of COB	July 1
University Holiday (Independence Day)*	July 4
Last Class Day/Final Exam (Five-Week Session)	July 9
Classes Begin Summer II (Four-Week Session)	July 11
Last Day to Drop/Withdraw (Eight-Week Session)	July 11
Summer II Late Registration	July 11–13
Census Date (Four-Week Session)	July 13
CBM003 Summer Supplemental Course Inventory File Due to Registrar	July 14
Grades Due by 5 p.m. (Five-Week Session)	July 14
Fee Payment Deadline for Summer II Late Registration – 5 p.m.	July 14
Freshman Priority Application Deadline	July 14
Submission of Dissertation to the Dean	July 15
Submission of Theses/Projects to Dean for Approval	July 15
Final Approval of Dissertation by Dean	July 25
Final Approval of Theses/Projects by Dean	July 25
Initial Appointment for Format Check of Project/Theses/Dissertation at Library	July 29
Last Class Day/Final Exam (Eight-Week Session)	July 30

<b>August 2022</b>	
Fall Final Application Deadline for New Graduate Students (Some programs may have earlier deadlines. See Application Deadlines on the program's website.)	August 1
Freshman Final Application Deadline – Fall	August 1
Last Day to Drop/Withdraw (Four-Week Session)	August 1
Faculty Development and Support Fund Proposals Due to Dean of COB	August 4
Deadline for Final Electronic Submission (Vireo) of Project/Theses/Dissertation to Library	August 5
Last Class Day/Final Exam (Four-Week Session)	August 6
Official Closing of Summer Semester and Summer Degree Conferral Date (no commencement ceremony)	August 6
Grades Due by 5 p.m. (Four-Week, Eight-Week Sessions)	August 11
CBM-001 Student Report Due and CBM-004 Class Report Due	August 12
Fall Priority Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate 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
Fall Financial Aid Disbursements Begin	August 15
Fall Final Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate Students (Students who apply after this date must submit all required documentation with their paper application to the Office of Admissions and will be processed for Late Registration.)	August 17
Classes Begin – Fall First Class Day (Regular Session and first Eight-Week Session)	August 22