# Academic Affairs Administration Calendar

**FY2011-2012 (Final 8/1/11)**

## April 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5</td>
<td>Summer/Fall 2011 Class Schedule Available Online</td>
</tr>
<tr>
<td>April 15 - 21</td>
<td>Summer 2011 (including May Mini-Session) and Fall 2011 Early Registration. (Mini-Session Payment Deadline May 16, 6:00 PM); Summer Payment Deadline June 3, by 5 PM; Fall Payment Deadline August 19, by 5 PM for all payment methods</td>
</tr>
<tr>
<td>April 22 – May 16</td>
<td>May Mini-Session Open Registration ends May 16 at 6:00 PM (Fee payment deadline by 6:00 PM)</td>
</tr>
<tr>
<td>April 22 – June 3</td>
<td>Summer 2011 Open Registration and Advising (Fee Payment Deadline June 3, by 5 PM for all payment methods)</td>
</tr>
<tr>
<td>April 22 – August 19</td>
<td>Fall Open Registration and Advising (Registration and Fee Payment Deadline at 5 PM on Friday, August 19, for all payment methods)</td>
</tr>
</tbody>
</table>

## May 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Summer I Application Deadline for New Graduate Students in All Academic Schools. This includes all summer sessions starting in June. (Some programs and international students have an earlier deadline)</td>
</tr>
<tr>
<td>May 9</td>
<td>Mini-Session Application and Document Deadline for All Undergraduates, Former and Non-Degree Seeking Students</td>
</tr>
<tr>
<td>May 31</td>
<td>Summer I and II Priority Application Deadline for New Undergraduate Students, Former and Non-Degree seeking Undergraduate/Graduate Students with all required documents submitted. Students who apply after this date must submit all required documents with the application and will be processed for late registration until June 7, 2011</td>
</tr>
</tbody>
</table>

## June 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Fall 2011 Application Deadline for International Students. (If the program’s application deadline is earlier, students should apply by the program application deadline)</td>
</tr>
<tr>
<td>June 2</td>
<td>New Student Orientation - Summer 2011</td>
</tr>
<tr>
<td>June 6</td>
<td>Summer I Final Application and Documents Deadline for domestic students</td>
</tr>
</tbody>
</table>

## July 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 11</td>
<td>Summer II Final Application and Documents Deadline for domestic students</td>
</tr>
</tbody>
</table>

## August 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Fall 2011 Application Deadline for New Graduate Students in All Academic Schools. (Some programs and international students have an earlier deadline)</td>
</tr>
<tr>
<td>August 8</td>
<td>Fall 2011 Priority Application Deadline for New Undergraduate Students, Former and Non-Degree Seeking Undergraduate and Graduate Students. (Students who apply after this date must submit all required documents with the application and will be processed for late registration until August 23, 2011)</td>
</tr>
<tr>
<td>August 13</td>
<td>New Student Orientation – Fall 2011</td>
</tr>
<tr>
<td>August 15</td>
<td>CBM-001 Student Report Due &amp; CBM-004 Class Report Due</td>
</tr>
<tr>
<td>August 15</td>
<td>CBM-008 Faculty Report Due</td>
</tr>
<tr>
<td>August 15</td>
<td>Financial Aid Disbursements Begin for Fall 2011</td>
</tr>
<tr>
<td>August 15-17</td>
<td>New Faculty Orientation</td>
</tr>
<tr>
<td>August 18</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>August 19</td>
<td>Fee Payment Deadline for Fall 2011, Early and Open Registration by 5PM</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>August 20</td>
<td>Late Registration Fee Begins</td>
</tr>
<tr>
<td>August 22</td>
<td>Fall 2011 Classes Begin (First class day for Regular Session and 1st 8-week Session)</td>
</tr>
<tr>
<td>August 22</td>
<td>Fall 2011 Final Application and Documents Deadline</td>
</tr>
<tr>
<td>August 20-29</td>
<td>Fall 2011 Late Registration/Add/Drop (Registration begins at 8:00 AM on Saturday, August 20. Fee Payment Deadline August 30, 6:00 PM)</td>
</tr>
<tr>
<td>August 29</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Associate Dean of HSH</td>
</tr>
<tr>
<td>August 29</td>
<td>Official Census Day for 1st 8-week Session; Last Day to Drop a Course or Withdraw without receiving a grade</td>
</tr>
<tr>
<td>August 30</td>
<td>Fee Payment Deadline for Fall 2011 Late Registration, 6:00 PM for all payment methods</td>
</tr>
</tbody>
</table>

### SEPTEMBER 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5 *</td>
<td>Holiday (Labor Day) TENTATIVE</td>
</tr>
<tr>
<td>September 7</td>
<td>Last Day to Drop Course or Withdraw Without Receiving a Grade (Regular Session); Census Date for Fall</td>
</tr>
<tr>
<td>September 9</td>
<td>Promotion and Tenure Files Sent to Deans from Faculty</td>
</tr>
<tr>
<td>September 15</td>
<td>Faculty Research &amp; Support Fund Proposals Due to Sponsored Programs, via email by 5:00 PM. Follow format at <a href="http://prtl.uhcl.edu/portal/page/portal/osp/frsf">http://prtl.uhcl.edu/portal/page/portal/osp/frsf</a></td>
</tr>
<tr>
<td>September 15</td>
<td>Promotion and Tenure Deadline for Receipt of Outside Reviewers’ Evaluations</td>
</tr>
<tr>
<td>September 15</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SCE</td>
</tr>
<tr>
<td>September 16</td>
<td>Fall Supplemental Course Updates – PS Input Deadline with Memo and Report to AVPEM</td>
</tr>
<tr>
<td>September 26</td>
<td>Last Day to Drop/Withdraw (1st 8-week Session)</td>
</tr>
<tr>
<td>September 29</td>
<td>Deadline for Submission of Application for Dissertation Defense</td>
</tr>
<tr>
<td>September 30</td>
<td>Last Day to Apply for Fall Semester Graduation</td>
</tr>
<tr>
<td>September 30</td>
<td>Deans Send To Provost a List of Tenured Faculty Who Received Satisfactory or Unsatisfactory Post-Tenure Reviews During the Past Year</td>
</tr>
<tr>
<td>September 30</td>
<td>Post-Tenure Review Notification To Tenured Faculty Members from the Deans for the Next Year</td>
</tr>
</tbody>
</table>

### OCTOBER 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>CBM009 Graduation Report Due</td>
</tr>
<tr>
<td>October 1</td>
<td>Last Day to be Admitted for Spring Early Registration Eligibility</td>
</tr>
<tr>
<td>October 1</td>
<td>Spring 2012 Application Deadline for International Students. (If the program’s application deadline is earlier, students should apply by the program application deadline)</td>
</tr>
<tr>
<td>October 1</td>
<td>CBM002 THECB Report Due</td>
</tr>
<tr>
<td>October 1</td>
<td>CBM-006 End of Semester Report Due</td>
</tr>
<tr>
<td>October 3</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>October 14</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SOE</td>
</tr>
<tr>
<td>October 14</td>
<td>Modify FY12 Assessment Plans as necessary based on FY11 assessment findings and other changes</td>
</tr>
<tr>
<td>October 14</td>
<td>Close the Loop: All program areas enter “Assessment Results” and “Use of Results” in FY2011 (2010-11) Learning and Program Assessment Plans in the AIM System. (Note: All assessment plans will be reviewed for timely completion and Quality; see October 31)</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 14</td>
<td>Annual Course-Related Fee Requests and Projected Fee Budgets Due from Schools to AVPAA</td>
</tr>
<tr>
<td>October 15</td>
<td>CBM-001 Student Report Due &amp; CBM-004 Class Report Due</td>
</tr>
<tr>
<td>October 15</td>
<td>CBM-008 Faculty Report Due</td>
</tr>
<tr>
<td>October 15</td>
<td>CBM-00B Admissions Annual Report Due</td>
</tr>
<tr>
<td>October 15</td>
<td>Last Class Day (1st 8-week Session)</td>
</tr>
<tr>
<td>October 17</td>
<td>Classes Begin (2nd 8-week Session)</td>
</tr>
<tr>
<td>October 19</td>
<td>Payment Deadline for Fall II Registration for students added to classes by Advising Offices or Registration Office, 6:00 PM (all methods of payment)</td>
</tr>
<tr>
<td>October 21</td>
<td>Spring Textbook Orders Due to Bookstore</td>
</tr>
<tr>
<td>October 20</td>
<td>Dissertation Defense</td>
</tr>
<tr>
<td>October 24</td>
<td>Spring 2011 Class Schedule Available Online</td>
</tr>
<tr>
<td>October 24</td>
<td>Official Census Date (2nd 8-week Session); Last Day to Withdraw or Drop a Course without receiving a Grade</td>
</tr>
<tr>
<td>October 31</td>
<td>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.</td>
</tr>
<tr>
<td>October 31</td>
<td>Peer Review Committee and Associate Dean’s P&amp;T Recommendations to Dean</td>
</tr>
<tr>
<td>October 31–November 10</td>
<td>Spring 2012 Early Registration (Fee Payment Deadline January 13, by 5:00 PM for all payment methods)</td>
</tr>
</tbody>
</table>

**NOVEMBER 2011**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>November 4</td>
<td>Deadline for Submission of Theses to Library for Format Check</td>
</tr>
<tr>
<td>November 7</td>
<td>Faculty Development Leave Applications Due to Associate Dean of HSH</td>
</tr>
<tr>
<td>November 7</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Associate Dean of HSH</td>
</tr>
<tr>
<td>November 10</td>
<td>Deadline for Submission of Dissertation to Library for Format Check</td>
</tr>
<tr>
<td>November 11, 2011 – January 13, 2012</td>
<td>Spring 2012 Open Registration and Advising (Registration &amp; Fee Payment Deadline on January 13, 2012, by 5:00 PM for all payment methods)</td>
</tr>
<tr>
<td>November 14</td>
<td>Deadline for Submission of Theses/Projects to Dean</td>
</tr>
<tr>
<td>November 15</td>
<td>CBM-005 Building and Room Report Due</td>
</tr>
<tr>
<td>November 15</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SCE</td>
</tr>
<tr>
<td>November 16</td>
<td>Deans' P&amp;T Recommendations Due to Provost</td>
</tr>
<tr>
<td>November 17</td>
<td>Last Day to Drop/Withdraw (Regular Session)</td>
</tr>
<tr>
<td>November 17</td>
<td>Last Day to Drop/Withdraw (2nd 8-week Session)</td>
</tr>
<tr>
<td>November 17</td>
<td>Deadline for Submission of Dissertation to the Dean’s Office</td>
</tr>
<tr>
<td>November 23–25</td>
<td>Holidays (Thanksgiving) (Students)</td>
</tr>
<tr>
<td>November 24–25</td>
<td>*Holidays (Thanksgiving) (Staff) TENTATIVE</td>
</tr>
</tbody>
</table>

**DECEMBER 2011**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1,</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>December 1</td>
<td>Spring 2012 Application Deadline for New Graduate Students in All Academic Schools. (Some programs and international students have an earlier deadline)</td>
</tr>
<tr>
<td>December 1</td>
<td>Faculty Development Leave Applications Due to School Chair in SOE</td>
</tr>
<tr>
<td>December 3</td>
<td>Last Day of Classes for Fall 2011 (Regular Session)</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>December 5</td>
<td>Deadline for Final Approval of Theses/Projects by Dean</td>
</tr>
<tr>
<td>December 5-10</td>
<td>Final Exams (Regular Session)</td>
</tr>
<tr>
<td>December 8</td>
<td>Deadline for Final Approval of Dissertation</td>
</tr>
<tr>
<td>December 10</td>
<td>Last Class Day/Exam (2nd 8-week Session)</td>
</tr>
<tr>
<td>December 10</td>
<td>Official Closing of the Fall Semester and Degree Conferral Date</td>
</tr>
<tr>
<td>December 12</td>
<td>Deadline for Approved Theses to be Deposited In Library</td>
</tr>
<tr>
<td>December 15</td>
<td>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</td>
</tr>
<tr>
<td>December 15</td>
<td>Faculty Development Leave Applications Due to School Chairs of BUS</td>
</tr>
<tr>
<td>December 15</td>
<td>Deadline for Submission of Approved Dissertation to the Library</td>
</tr>
<tr>
<td>December 17</td>
<td>Commencement Ceremonies at Reliant Arena, TBD</td>
</tr>
<tr>
<td>December 23-30</td>
<td>*Winter Holidays (TENTATIVE)</td>
</tr>
</tbody>
</table>

**JANUARY 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Spring 2012 Priority Application Deadline for New Undergraduate Students, Former and Non-Degree Seeking Undergraduate and Graduate Students. (Students who apply after this date must submit all required documents with the application and will be processed for late registration until January 17, 2012)</td>
</tr>
<tr>
<td>January 6</td>
<td>Provost’s P&amp;T Recommendations Due to President</td>
</tr>
<tr>
<td>January 10</td>
<td>Financial Aid Disbursements Begin for Spring 2012</td>
</tr>
<tr>
<td>January 11</td>
<td>Annual Course Update File (CBM003) Opened in PeopleSoft for Data Entry</td>
</tr>
<tr>
<td>January 12</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>January 13</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SOE</td>
</tr>
<tr>
<td>January 13</td>
<td>Fee Payment Deadline for Spring 2012 Early and Open Registration Periods, by 5:00 PM (includes all payment methods)</td>
</tr>
<tr>
<td>January 14</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>January 14-24</td>
<td>Spring 2012 Late Registration, (Opens at 8:00 AM on Saturday, January 14; Fee Payment Deadline, January 25, at 6:00 PM for all payment methods)</td>
</tr>
<tr>
<td>January 16</td>
<td>Holiday (Martin Luther King Day)</td>
</tr>
<tr>
<td>January 17</td>
<td>Classes Begin – Spring 2012 (First class day – Regular Session and 1st 8-week Session)</td>
</tr>
<tr>
<td>January 17</td>
<td>Spring 2012 Final Application and Documents Deadline</td>
</tr>
<tr>
<td>January 24</td>
<td>Census Day (1st 8-week Session); Last Day to Withdraw or Drop a Course without receiving a Grade</td>
</tr>
<tr>
<td>January 25</td>
<td>Fee Payment Deadline for Spring 2012 Late Registration, 6:00 PM (all payment methods)</td>
</tr>
<tr>
<td>January 27</td>
<td>Deadline for Appeal Letters of the Provost’s P&amp;T Decisions</td>
</tr>
<tr>
<td>January 30</td>
<td>Faculty Development and Support Fund Proposals Due to Associate Dean of HSH</td>
</tr>
</tbody>
</table>

**FEBRUARY 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>Deadline for Summer/Fall 2012 Interim Course-Related Fee Requests to AVPAA</td>
</tr>
<tr>
<td>February 1</td>
<td>Official Census Day for Spring (Regular Session); Last Day to Drop a Course or Withdraw Without Receiving a Grade (Regular Session)</td>
</tr>
<tr>
<td>February 9</td>
<td>Spring Supplemental Course Inventory Updates – PS Input Deadline w/ Memo to AVPEM</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>February 15</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SCE</td>
</tr>
<tr>
<td>February 19</td>
<td>Last Day to Drop/Withdraw (1st 8-week Session)</td>
</tr>
<tr>
<td>February 23</td>
<td>Approval to Schedule the Dissertation Defense</td>
</tr>
<tr>
<td>February 29</td>
<td>Last Day to Apply for Spring Semester Graduation</td>
</tr>
</tbody>
</table>

**MARCH 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Faculty Development Leave Due to Provost</td>
</tr>
<tr>
<td>March 1</td>
<td>Last Day To Be Admitted for Summer and Fall Early Registration Eligibility</td>
</tr>
<tr>
<td>March 1</td>
<td>Summer 2012 Application Deadline for International Students. (If the program’s application deadline is earlier, students should apply by the program application deadline)</td>
</tr>
<tr>
<td>March 2</td>
<td>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</td>
</tr>
<tr>
<td>March 5</td>
<td>Deadline for Submission of Application for Dissertation Defense</td>
</tr>
<tr>
<td>March 9</td>
<td>Summer Textbook Orders Due to Bookstore</td>
</tr>
<tr>
<td>March 10</td>
<td>Last Class Day (1st 8-week Session)</td>
</tr>
<tr>
<td>March 12-17</td>
<td>Spring Holidays (Students)</td>
</tr>
<tr>
<td>March 15</td>
<td>CBM-001 Student Report Due &amp; CBM-004 Class Report Due</td>
</tr>
<tr>
<td>March 15</td>
<td>CBM-008 Faculty Report Due</td>
</tr>
<tr>
<td>March 15</td>
<td>Faculty Research Support Fund Proposals Due to Office of Sponsored Programs, via email by 5:00 PM. Follow format at <a href="http://prtl.uhcl.edu/portal/page/portal/OSP/FRSF">http://prtl.uhcl.edu/portal/page/portal/OSP/FRSF</a></td>
</tr>
<tr>
<td>March 19</td>
<td>Annual Course Update File Closed for Data Entry</td>
</tr>
<tr>
<td>March 19</td>
<td>Classes Begin (2nd 8-week Session)</td>
</tr>
<tr>
<td>March 21</td>
<td>Payment Deadline for Spring II Registration for Students added to 2^{nd} 8-week Session Classes by Academic Advising or Registrar’s Office; 6:00 PM (all payment methods)</td>
</tr>
<tr>
<td>March 26</td>
<td>Official Census Day for 2^{nd} 8-week Session; Last Day to Withdraw or Drop a Course Without Receiving a Grade</td>
</tr>
<tr>
<td>March 26</td>
<td>Annual Course Update Memo and Report Due to AVPEM</td>
</tr>
<tr>
<td>March 26</td>
<td>Dissertation Defense</td>
</tr>
<tr>
<td>March 30</td>
<td>President’s P&amp;T Due to Chancellor</td>
</tr>
<tr>
<td>March 30</td>
<td>Fall Textbook Order Due in Bookstore</td>
</tr>
</tbody>
</table>

**APRIL 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2</td>
<td>Faculty Development and Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>April 2</td>
<td>Dean’s Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty</td>
</tr>
<tr>
<td>April 2</td>
<td>Office of Institutional Research (OIR) posts all Program Review Surveys and Report Data on OIR website for committee members based on the Fall 2011 time-period</td>
</tr>
<tr>
<td>April 2</td>
<td>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</td>
</tr>
<tr>
<td>April 2</td>
<td>Faculty Development and Support Fund Proposals Due to Associate Dean of HSH</td>
</tr>
<tr>
<td>April 3</td>
<td>Summer/Fall 2012 Class Schedules Available Online</td>
</tr>
<tr>
<td>April 6</td>
<td>Deadline for Submission of Theses to Library for Format Check</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 9-19</td>
<td>Summer (including May Mini-Session) and Fall 2012 Early Registration (Mini Session Payment Deadline May 14 by 6:00 PM; Summer Payment Deadline June 1, by 5 PM; Fall Payment Deadline August 17, by 5:00 PM, for all payment methods)</td>
</tr>
<tr>
<td>April 13</td>
<td>Deans' Written Notification To Appropriate Faculty of Dates for Submission of P&amp;T Review File</td>
</tr>
<tr>
<td>April 13</td>
<td>Deans' Written Notification to Faculty Who Will Undergo 3rd Year Review</td>
</tr>
<tr>
<td>April 13</td>
<td>Provost Request to Deans for List of Reappointments and Non-Reappointments of Non-Tenure-Track Faculty – Due May 3, 2012</td>
</tr>
<tr>
<td>April 13</td>
<td>Deadline for Submission of Dissertation to Library for format check</td>
</tr>
<tr>
<td>April 16</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SOE</td>
</tr>
<tr>
<td>April 16</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of SCE</td>
</tr>
<tr>
<td>April 16</td>
<td>Deadline for Submission of Theses/Projects to Dean</td>
</tr>
<tr>
<td>April 20 – May 14</td>
<td>May Mini-Session Open Registration ends at 6:00 PM. (Fee payment deadline May 14 BY 6:00 PM); Classes begin on Monday, May 14, 2012</td>
</tr>
<tr>
<td>April 20 – June 1</td>
<td>Summer 2012 Open Registration and Advising (Fee Payment Deadline June 1, by 5:00 PM for all payment methods)</td>
</tr>
<tr>
<td>April 22 – August 17</td>
<td>Fall 2012 Open Registration and Advising (Registration and Fee Payment Deadline by 5:00 PM Friday, August 17 for all payment methods)</td>
</tr>
<tr>
<td>April 23</td>
<td>Deadline for Submission of Dissertation to the Dean’s Office</td>
</tr>
<tr>
<td>April 23</td>
<td>Last Day to Drop/Withdraw (Regular Session)</td>
</tr>
<tr>
<td>April 23</td>
<td>Last Day to Drop/Withdraw (2nd 8-week Session)</td>
</tr>
<tr>
<td>April 30</td>
<td>Dean’s Report to Provost the Names of Program Review Committee Chairs</td>
</tr>
<tr>
<td>April 30</td>
<td>Last Day to Drop/Withdraw (Regular Session)</td>
</tr>
<tr>
<td>April 30</td>
<td>Last Day of Spring 2012 Classes (Regular Session)</td>
</tr>
</tbody>
</table>

**MAY 2012**

<table>
<thead>
<tr>
<th>May 1</th>
<th>Deadline for Final Approval of Theses/Projects by Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Summer 2012 Application Deadline for New Graduate Students in All Academic Schools. (Some programs and international students have an earlier deadline)</td>
</tr>
<tr>
<td>May 1-7</td>
<td>Final Exams Spring 2012 (Regular Session)</td>
</tr>
<tr>
<td>May 3</td>
<td>Deans’ Notification to Provost of Status of Non-Tenure Track Faculty</td>
</tr>
<tr>
<td>May 3</td>
<td>Faculty Development and Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>May 3</td>
<td>Candidates for Promotion to Rank of Professor Request Review by Notifying Deans</td>
</tr>
<tr>
<td>May 4</td>
<td>Official Letter of Reappointment Sent from President To Non-Tenure-Track Faculty</td>
</tr>
<tr>
<td>May 7</td>
<td>Mini-Session Application and Document Deadline for All Undergraduates, Former and Non-Degree Seeking Students</td>
</tr>
<tr>
<td>May 8</td>
<td>Deadline for Deposit of Approved Theses in Library</td>
</tr>
<tr>
<td>May 11</td>
<td>Last Class Day/Exam (2nd 8-week Session)</td>
</tr>
<tr>
<td>May 11</td>
<td>Develop Assessment Plans: All programs areas prepare FY13 plan by completing the first four columns in the AIM system for both student learning and program outcomes</td>
</tr>
<tr>
<td>May 11</td>
<td>Official Closing of Spring Semester and Degree Conferral Date (Ceremony date to be announced)</td>
</tr>
<tr>
<td>May 14</td>
<td>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, 2012 or 2012</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>May 14</td>
<td>Deadline for Final Approval of Dissertation</td>
</tr>
<tr>
<td>May 14</td>
<td>May Mini-Session (Fee Payment Deadline – 6:00 PM for all payment methods)</td>
</tr>
<tr>
<td>May 14</td>
<td>Classes begin Summer 2012, May Mini-Session</td>
</tr>
<tr>
<td>May 21</td>
<td>Summer I and II 2012 Priority Application Deadline for New Domestic Undergraduate Students, Former and Non-Degree Seeking Undergraduate and Graduate Students With All Required Documents Submitted. (Students who apply after this date must submit all required documents with the application and will be processed for late registration)</td>
</tr>
<tr>
<td>May 21</td>
<td>Deadline for Submission of Approved Dissertation to the Library</td>
</tr>
<tr>
<td>May 26</td>
<td>Last Day to Drop/Withdraw – May Mini-Session</td>
</tr>
<tr>
<td>May 28</td>
<td>Holiday (Memorial Day)</td>
</tr>
<tr>
<td>May 28</td>
<td>Financial Aid Disbursements Begin for Summer 2012</td>
</tr>
<tr>
<td>June 1</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>June 1</td>
<td>Fall 2012 Application Deadline for International Students. (If the program’s application deadline is earlier, students should apply by the program application deadline)</td>
</tr>
<tr>
<td>June 1</td>
<td>Promotion &amp; Tenure Candidates Provide External Evaluations File to Academic Associate (Usually Associate Dean)</td>
</tr>
<tr>
<td>June 1</td>
<td>Fee Payment Deadline - Summer 2012 Early and Open Registration Periods, 5:00 PM for all payment methods</td>
</tr>
<tr>
<td>June 1</td>
<td>Last Class Day, May Mini-Session</td>
</tr>
<tr>
<td>June 2-6</td>
<td>Summer 2012 Late Registration/Add/Drop (With Late Fee; Opens Saturday, June 2, at 8:00 AM); (Fee Payment Deadline Thursday, June 7, at 6:00 PM, for all payment methods)</td>
</tr>
<tr>
<td>June 4</td>
<td>Classes Begin, (9-week, 1st 5-week and 1st 3-week Sessions)</td>
</tr>
<tr>
<td>June 4</td>
<td>Summer I 2012 Final Application and Documents Deadline</td>
</tr>
<tr>
<td>June 4</td>
<td>Faculty Development &amp; Support Fund Proposals Due to Dean of HSH</td>
</tr>
<tr>
<td>June 7</td>
<td>Fee Payment Deadline for Summer 2012 Late Registration – 6:00 PM</td>
</tr>
<tr>
<td>June 11</td>
<td>Academic Associate Dean Mails Letters and External Evaluations File To P&amp;T Candidates' Outside Reviewers</td>
</tr>
<tr>
<td>June 11</td>
<td>Official Census Day for Regular 9-week Summer Session; Last Day to Withdraw or Drop a Course without Receiving a Grade</td>
</tr>
<tr>
<td>June 11</td>
<td>Classes Begin, (8-week and 1st 4-week Sessions)</td>
</tr>
<tr>
<td>June 15</td>
<td>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.</td>
</tr>
<tr>
<td>June 15</td>
<td>CBM002 THECB Report Due</td>
</tr>
<tr>
<td>June 15</td>
<td>CBM-006 End of Semester Report Due</td>
</tr>
<tr>
<td>June 16</td>
<td>Last Day to Drop/Withdraw – (1st 3-week Session)</td>
</tr>
<tr>
<td>June 18</td>
<td>Deadline for Submission of Application for Dissertation Defense</td>
</tr>
<tr>
<td>June 23</td>
<td>Last Class Day (1st 3-week Session)</td>
</tr>
<tr>
<td>June 25</td>
<td>Last Day to Drop/Withdraw (1st 5-week Session)</td>
</tr>
<tr>
<td>June 25</td>
<td>Classes Begin, (2nd 3-week Session)</td>
</tr>
<tr>
<td>June 28</td>
<td>Last Day To Drop/Withdraw (1st 4-week Session)</td>
</tr>
</tbody>
</table>
### JULY 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2</td>
<td>Faculty Development and Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>July 5</td>
<td>Holiday (Independence Day) Student and Staff Holiday</td>
</tr>
<tr>
<td>July 6</td>
<td>Deadline for Submission of Theses to Library for Format Check</td>
</tr>
<tr>
<td>July 7</td>
<td>Last Day to Drop/Withdraw (2nd 3-week Session)</td>
</tr>
<tr>
<td>July 7</td>
<td>Last Class Day, (1st 4-week Session)</td>
</tr>
<tr>
<td>July 7</td>
<td>Last Class Day, (1st 5-week Session)</td>
</tr>
<tr>
<td>July 9</td>
<td>Dissertation Defense</td>
</tr>
<tr>
<td>July 9</td>
<td>Classes Begin Summer II, (2nd 5-week and 2nd 4-week Sessions)</td>
</tr>
<tr>
<td>July 9-11</td>
<td>Summer II Late Registration, 2nd 5-week, 2nd 4-week and 3rd 3-week Sessions</td>
</tr>
<tr>
<td></td>
<td>with Late Registration Fee (Tuition/Fee Payment Deadline July 12, 6:00 PM)</td>
</tr>
<tr>
<td>July 12</td>
<td>Last Day to Drop/Withdraw,(9-Week Session)</td>
</tr>
<tr>
<td>July 12</td>
<td>Fee Payment Deadline for Summer II Late Registration – 6:00 PM (all payment methods)</td>
</tr>
<tr>
<td>July 13</td>
<td>Last Day to Drop/Withdraw, (8-week Session)</td>
</tr>
<tr>
<td>July 13</td>
<td>Summer Supplemental Course Inventory Updates – PS Input Deadline w/ Memo to AVPEM</td>
</tr>
<tr>
<td>July 14</td>
<td>Last Class Day (2nd 3-week Session)</td>
</tr>
<tr>
<td>July 16</td>
<td>Faculty Development and Support Fund Proposals Due to Dean SOE</td>
</tr>
<tr>
<td>July 16</td>
<td>Classes Begin, (3rd 3-week Session)</td>
</tr>
<tr>
<td>July 17</td>
<td>Deadline for Submission of Theses/Projects to Dean</td>
</tr>
<tr>
<td>July 23</td>
<td>Deadline for Submission of Dissertations to Library for Format Check</td>
</tr>
<tr>
<td>July 26</td>
<td>Last Day to Drop/Withdraw, (2nd 4-week Session)</td>
</tr>
<tr>
<td>July 28</td>
<td>Last Day to Drop/Withdraw, (3rd 3-week Session)</td>
</tr>
<tr>
<td>July 30</td>
<td>Last Day to Drop/Withdraw, (2nd 5-week Session)</td>
</tr>
<tr>
<td>July 30</td>
<td>Deadline for Submission of Dissertation to the Dean’s Office</td>
</tr>
<tr>
<td>July 31</td>
<td>Deadline for Final Approval of Theses/Projects by Dean</td>
</tr>
</tbody>
</table>

### AUGUST 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Fall 2012 Application Deadline for New Graduate Students in All Academic Schools.</td>
</tr>
<tr>
<td></td>
<td>(Some programs and international students may have an earlier deadline)</td>
</tr>
<tr>
<td>August 2</td>
<td>Deadline for Spring 2013 Interim Course-Related Fee Requests to AVPAA</td>
</tr>
<tr>
<td>August 2</td>
<td>Faculty Development and Support Fund Proposals Due to Dean of BUS</td>
</tr>
<tr>
<td>August 3</td>
<td>Last Day to Apply for Summer Graduation</td>
</tr>
<tr>
<td>August 4</td>
<td>Last Class Day, 2nd 4-week Session</td>
</tr>
<tr>
<td>August 4</td>
<td>Last Class Day, 3rd 3-week Session</td>
</tr>
<tr>
<td>August 4</td>
<td>Last Class Day, 8-week Session</td>
</tr>
<tr>
<td>August 4</td>
<td>Last Class Day, 9-week Session</td>
</tr>
<tr>
<td>August 6</td>
<td>Deadline for Approved Theses to Be Deposited In Library</td>
</tr>
<tr>
<td>August 10</td>
<td>Deadline for Final Approval of Dissertation for Summer 2012</td>
</tr>
<tr>
<td>August 11</td>
<td>Last Class Day Summer II, (2nd 5-week Session)</td>
</tr>
<tr>
<td>August 13</td>
<td>Summer Degree Conferral Date - No Commencement Ceremony</td>
</tr>
</tbody>
</table>
**August 13**  
Fall 2012 Priority Application Deadline for New Undergraduate Students, Former and Non-degree seeking undergraduate and graduate students. (Students who apply after this date must submit all required document with the application and will be processed for late registration until August 27, 2012.

**August 13**  
Official Closing of Summer Semester

**August 15**  
CBM-001 Student Report Due and CBM-004 Class Report Due (Funding term for new base year)

**August 15**  
CBM-008 Faculty Report Due

**August 16**  
Deadline for Submission of Approved Dissertation to the Library

**August 21**  
Financial Aid Disbursements Begin for Fall 2012

**August 27**  
Classes Begin – Fall 2012 (First class Day – Regular Session and 1st 8-week Session)

**August 27**  
Fall 2012 Final Application and Documents Deadline

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