

**2023-2024 Academic Affairs Administration Calendar
March 8, 2024**

Event	Date
	March 2023
External Program Review Reports and Dean Response Due to the Academic Program Review (APR) Coordinator in Planning and Assessment	March 1-May 1
Spring Break (Students)	March 13-18
Spring Break (Staff)	March 17
Deans provide Provost's 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 and (3) any associate professors or professors going up for tenure	March 31
	April 2023
Spring/Spring Break Faculty-Led Education Abroad Programs Proposal Deadline (Due 1-1.5 years prior to proposed semester)	April 1
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
Dean's Notification of Reappointment or Non-Reappointment to Non-Tenure Track Faculty	April 3
Faculty Development and Support Fund Proposals Due to Dean of COB	April 3
Initial Appointment for Format Check of Dissertations, Theses, and Projects with Library (Spring Session)	April 3
May Mini-Session, Summer and Fall Early Registration and Advising	April 3-13
Early Registration for Fall Semester	April 3-13
Provost Office Approves the Final List of Candidates Going Up for P&T in 2023-24. (Candidates requesting the addition of a faculty member from across campus to their PRC submits request to Dean in writing.)	April 4
Deans' Written Notification to Faculty Who Will Undergo Third-Year Review in 2023-2024 Academic year	April 7
Provost Request to Deans for List of Reappointments and Non-Reappointments of Non-Tenure	April 7
Maintenance Window for Office of Information Technology	April 7-9
Last Day to Drop/Withdraw – Regular Session	April 11
Faculty Development and Support Fund Proposals Due to the CSE Dean	April 13
Submission of Dissertation to the COE Dean	April 14
Deadline for Submission of Course Changes to UHCL Core Curriculum Committee	April 14
May Mini-Session Open Registration and Advising Registration Ends at 5 p.m.	April 14-May 15
Summer Open Registration and Advising Ends at 5 p.m.	April 14-June 2
Fall Open Registration and Advising Ends at 5 p.m.	April 14-August 15
Final Approval of Dissertation by the COE Dean	April 21
Last Day to Drop/Withdraw – 2nd 8-Week Session	April 24
President's P&T Decision Letter Forwarded to the University of Houston System for Board of Regents' Approval. (Date is subject to change)	April 25
Each College Provides Provost's Office a List of Peer Review Committees (Members and Chairs) and Department Chair Reviewers for each candidate. Dean's Decision and Justification Provided to Candidate in Writing. Candidate Notified in Writing of Final Committee Membership	April 24
Faculty Emeritus: President Forwards Nominations to UHS Board of Regents Meeting (Date is subject to change)	April 25
Submission of Theses/Projects to Dean for Approval	April 26
CBM003 Annual Course Inventory Due to Registrar	April 28
100% Online Courses May Schedule Final Exams	April 29-May 8

**2023-2024 Academic Affairs Administration Calendar
March 8, 2024**

Event	Date
	May 2023
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 1
Final Application Deadline for New Freshman – All Summer Sessions	May 1
Final Application Deadline for New Graduate Students. (Some programs may have earlier deadlines. See Application Deadlines on the program’s website for Summer.)	May 1
Last Class Day of Spring – Regular Session	May 1
Faculty Development and Support Fund Proposals Due to the COB Dean	May 1
Deans Notification to Provost of Status of Non-Tenure Track – Reappointments and Non-reappointments	May 1
Annual Submission to THECB (Edit Returns begin)	May 1-30
Notification of Non-Reappointment of Faculty from Deans to Third-, Fourth- and Fifth-Year Faculty whose Appointments Will Expire at the End of May 2024	May 2
Final Date for HSH Dissertation Defense	May 2
Final Approval of Theses/Projects by the Dean	May 2
Final Exams Spring – Regular Session	May 2-8
Final Submission of Dissertation to the HSH Dean	May 5
Initial Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Spring	May 5
Official Letter of Reappointment Sent from Provost to Non-Tenure-Track Faculty	May 10
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Spring Session)	May 12
Last Class Day/Final Exam 2nd 8-Week Session	May 13
Official Closing of Spring Semester and Degree Conferral Date	May 13
Commencement	May 13
Final Application deadline for Summer I. (Freshmen applying after the online application closes	May 14
Candidates Receive Access to the 2023-24 P&T Workflow. Candidates for P&T Submit a List of at Least Five (5) External Reviewers to Department Chair	May 15
First Class Day May Mini-Session	May 15
May Mini-Session Fee Payment Deadline by Noon for all payment methods	May 16
Census Date for May Mini-Session	May 16
Student Orientation And Registration - Fall 2023	May 18 and 19
Grades Due to Colleges by noon - Regular and 2nd 8-Week Sessions	May 19
Maintenance Window for Office of Information Technology	May 19-21
Faculty Development and Support Fund Proposals Due to the HSH Dean	May 22
Summer I Final Application Deadline for Undergraduate Transfer, All Returning, and Non-Degree-Seeking Undergraduate or Graduate Students	May 24
Memorial Day Holiday	May 29
Summer I Financial Aid Disbursements Begin	May 30
Last Day to Drop/Withdraw (May Mini-Session)	May 30
	June 2023
Faculty Development and Support Fund Proposals Due to the COB Dean	June 2
Summer Open Registration and Advising ends by 5 p.m.	June 2
Last Class Day of Class and Final Exam-May Mini-Session	June 2
End of Summer Open Registration and Fee Payment Deadline	June 2

**2023-2024 Academic Affairs Administration Calendar
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Event	Date
Summer II 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 <u>processed for Late Registration</u>	June 3
Summer Late Registration I	June 3-7
Summer I Classes Begin 8-Week, 5-Week Sessions	June 5
Candidates for P&T provide external review packet to the Department Chair (HSH, COE) or Associate Dean (CSE, COB)	June 5
Grades Due to Colleges by noon – May Mini-Session	June 8
Official Census Date for Regular 5-Week Summer Session; Last Day to Drop or Withdraw a Course Without Receiving a Grade	June 8
Fee Payment Deadline for Summer I Late Registration by 5 p.m.	June 8
Student Orientation And Registration-Fall 2023	June 8 and 9
Submission of Application for COE Dissertation Defense	June 9
Official Census Date for Regular 8-Week Summer Session; Last Day to Drop or Withdraw a Course Without Receiving a Grade	June 12
Department Chair or Associate Dean Sends External Evaluation File to P&T Candidate's Outside Reviewers	June 14
Transfer Student Orientation (TSO)	June 14
Last Day to Apply for Summer Graduation (30 days after 1st class)	June 14
Emancipation Day Holiday	June 19
Summer II Open Registration 4-Week Only by 11:59 p.m.	June 21-July 9
Student Orientation And Registration-Fall 2023	June 22 and 23
Maintenance Window for Office of Information Technology	June 23-25
Last Day to Drop/Withdraw 5-Week Session	June 26
Final date for COE Dissertation Defense	June 26
Last Day to Enroll in Financial Literacy Course for Summer – 8-Week Session Only	June 27
Student Orientation And Registration-Fall 2023	June 29 and 30
Initial Appointment for Format Check of Dissertations, Theses, and Projects with Library (Summer Session)	June 30
	July 2023
Summer II Final Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate Students	July 1
Last Day to Apply for Summer Graduation (45 days after first class day of May Mini-Session)	July 1
Faculty Development and Support Fund Proposals Due to Dean	July 1
Summer II Financial Aid Disbursements Begin	July 3
College Annual Reports due to Provost and Vice Provost	July 3
Independence Day Holiday	July 4
Student Orientation And Registration-Fall 2023	July 6 and 7
Last Class Day/Final Exam-5-Week Session	July 8
Classes Begin Summer II-4-Week Session	July 10
Last Day to Drop/Withdraw-8-Week Session	July 10
Summer II Late Registration	July 10-12
Census Date - 4-Week Session	July 12
Transfer Student Orientation-Fall 2023	July 12
Fee Payment Deadline for Summer II Late Registration – 5 p.m. For All Payment Methods	July 13
Freshman Priority Application Deadline – Fall 2023	July 13

**2023-2024 Academic Affairs Administration Calendar
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Event	Date
CBM003 Summer Supplemental Course Inventory File Due to Registrar	July 13
Grades Due to Colleges by noon - 5-Week Session	July 13
Submission of Dissertation to the COE Dean for Approval	July 14
Student Orientation And Registration-Fall 2023	July 20 and 21
Maintenance Window for Office of Information Technology	July 21-23
Final Date for HSH Dissertation Defense	July 24
Final Approval of Dissertation by the COE Dean	July 24
Submission of Theses/Projects to the Dean for Approval	July 26
Student Orientation And Registration-Fall 2023	July 27 and 28
Initial Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Summer Session)	July 28
Final Submission of Dissertations to HSH Dean	July 28
Last Class Day/Final Exam-8-Week Session	July 29
Last Day to Drop/Withdraw-4-Week Session	July 31
	August 2023
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 2023	August 1
Fall Priority Application Deadline for Undergraduate Transfer 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 1
Final Approval of Theses/Projects by the Dean	August 2
Faculty Development and Support Fund Proposals Due to the COB Dean	August 3
Final Approval of Dissertations by the HSH Dean	August 4
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Summer Session)	August 4
Last Class Day/Final Exam (4-Week Session)	August 5
Official Closing of Summer Semester and Summer Degree Conferral Date (no commencement ceremony)	August 5
Transfer Student Orientation (TSO)-Fall 2023	August 9
Grades Due to Colleges by noon 4-Week, 8-Week Sessions	August 10
Student Orientation And Registration-Fall 2023	August 10 and 11
Maintenance Window for Office of Information Technology	August 11-13
Fall Financial Aid Disbursements Begin	August 14
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 14
Faculty Reporting Date (One week before 1st day of class)	August 14
Fee Payment Deadline for Early and Open Registration by 5 p.m. for All Payment Methods	August 15
Open Registration Ends 1st 8-Week and Regular Sessions	August 15
New Faculty Orientation	August 15-16
Final Application Deadline for Returning UHCL Students	August 16
First Administrative Drop 1st 8-Week Session and Regular Session by 5 p.m.	August 16
Extended Open Registration Fall Semester	August 16-18
Extended Open Registration Ends	August 18
Late Registration 1st 8-Week Session	August 19-22

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Event	Date
Late Registration Regular Session	August 19-28
Fall Classes Begin; First Class Day – 1st 8-Week Session and Regular Session	August 21
Late Registration Ends 1st 8-Week Session	August 22
Late Registration Ends Regular Session at 11:59 p.m.	August 28
Census Date for 1st 8-Week Session; Last Day to Drop or Withdraw Without Receiving a Grade	August 29
Fee Payment Deadline for 1st 8-Week Session and Fall Late Registration, 5 p.m. For All Payment Methods	August 29
Second Administrative Drop for 1st 8-Week and Regular Session by 5 p.m.	August 30
Catalog cloned and opened for editing in Digital Architecture/Acalog	August 31
Academic Program Review (APR) Coordinator in Planning and Assessment Submits Graduate-Level Program Reviews to THECB	August 31
	September 2023
Candidates must submit their Promotion and Tenure Document in the 2023-24 P&T workflow. Department Chairs have access to files to facilitate submission of external review letters	September 1
Fall UHCL Core Curriculum Assessment Cycle Begins	September 1
Institutional Assessment Cycle Begins. Templates Available for Results and Use of Results and Upcoming Assessment Cycle for Outcomes, Methods and Criteria	September 1
Fall Online Graduation Application Available	September 1-October 1
Labor Day Holiday	September 4
Official Census Date for Fall Regular Session; Last Day to Drop or Withdraw Without Receiving a Grade	September 6
Faculty Development and Support Fund Proposals Due to the HSH Associate Dean	September 6
Faculty Development and Support Fund Proposals Due to the COE Dean	September 6
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 8
Provost Announces the Number of Funded Faculty Development Leaves in Each College for the 2023-24 Academic Year	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 15
Syllabus Tool Audit Completed and Corrections Due	September 15
Faculty Development and Support Fund Proposals Due to the CSE Dean	September 15
CBM003 THECB Fall Supplemental Course Inventory Due to Registrar	September 15
Maintenance Window for Office of Information Technology	September 15-17
Deans Send to Provost a List of Tenured Faculty Who Received Satisfactory or Unsatisfactory Post-Tenure Review During the Past Year	September 18
Post-Tenure Review Notification to Tenured Faculty from the Deans for the Next Year	September 18
Third Administrative Drop for Regular Session by 5 p.m.	September 19
Last Day to Apply for Fall Semester Graduation on Time (30 days after first class day)	September 20
Last Day to Drop/Withdraw – 1st 8-Week Session	September 25
	October 2023
QEP Annual Report due to Deans/Divisions/AVPs/Provost	October 1
Annual Course Inventory cycle due to Registrar's Office by 5 p.m.	October 2-November 30
Spring Class Schedule Available Online (Four Weeks Prior to Early Registration)	October 2
Fall Online Late Graduation Application Available	October 2-October 20
Mid-Term Grades Due to Colleges by noon - Fall Regular Session	October 3

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Event	Date
Last day to Enroll in Financial Literacy Course for Fall	October 9
Last Class Day - 1st 8-Week Session	October 12
Deadline to Submit Application for COE Dissertation Defense	October 13
Faculty Development Leave Applications (FDL) Due to College FDL Committee	October 13
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 13
Final Exam - 1st 8-Week Session	October 13/14
End of 1st 8-Week Session	October 14
Assessment Results and Use of Results Report	October 15
Programs and Units Submit Completed Assessment Plans for Outcomes, Methods and Criteria	October 15
Classes Begin– 2nd 8-Week Session	October 16
Registration ends - 2nd 8-Week Session	October 17
Fee Payment Deadline for 2nd 8-Week Session	October 18
Grades Due to Colleges by noon –1st 8-Week Session	October 19
Final Date for COE Dissertation Defense	October 20
Maintenance Window for Office of Information Technology	October 20-22
Census Date–2nd 8-Week Session; Last Day to Drop or Withdraw Without Receiving a Grade	October 23
Initial Appointment for Format Check of Dissertations, Theses, and Projects with Library (Fall Session)	October 27
Early Registration and Advising – Winter Mini and Spring Regular Sessions	October 30-November 9
Catalog reviewers (faculty/content owners) provide all changes to editor(s) by 5 p.m.	October 31
Fall, Winter and Summer Faculty-Led Education Abroad Program Proposal Deadline (Due 1-1.5 years prior to proposed semester)	October 31
	November 2023
International Education Fee Award Scholarship Spring Priority Deadline	November 1
Faculty Development and Support Fund Proposals Due to the COB Dean	November 1
CBM-009 Graduation Report Due	November 1
CBM-011 THECB Facilities Room Inventory Report Due and CBM-014 THECB Facilities Building Inventory 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
Freshman Priority Application Deadline–Spring 2024	November 1
Last Day to Drop/Withdraw–Regular Session	November 6
Spring Open Registration and Advising Ends by 5 p.m. Winter Mini	November 10-December 18
Open Registration and Advising Ends by 5 p.m.- Spring Regular Session	November 10-January 9
Planning and Assessment Reviews Assessment Plans and Works with Owners to Meet Best Practices and UHCL Assessment Standards	November 13
Faculty Development Leave Committee Submits Approved Proposals to Dean	November 13
Faculty Development and Support Fund Proposals Due to the CSE Dean	November 15
CBM-00B Admissions Annual Report Due	November 15
CBM-005 Building and Room Report Due	November 15
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 submission box	November 16
Maintenance Window for Office of Information Technology (Tentative)	November 17-19

2023-2024 Academic Affairs Administration Calendar
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Event	Date
Last Day to Drop/Withdraw (2nd 8-Week Session)	November 20
Thanksgiving Holidays (Students)	November 22-26
Thanksgiving Holidays (Staff)	November 23-24
Submission of Theses/Projects to the Dean for Approval	November 27
Final Approval of Dissertations by the COE Dean	November 27
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. If no rebuttal is needed, candidate forwards file to dean on or before this date	November 28
Programs and Units Submit Funding Requests to Dean/Division if New Funding is Needed	See Planning & Budget Calendar
Annual Course-Related Fee Requests and Projected Fee Budgets from Colleges to Vice Provost/Chief Business Administrator	TBD
Catalog editors finish entering changes into Acalog. Editors notify reviewers (faculty/content owners) that changes in Acalog are ready for review	November 30
Final Approval of Theses/Projects by the Dean	November 30
	December 2023
Initial Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Fall Session)	December 1
Freshman Final Application Deadline – Spring 2024	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
Spring Priority Application Deadline for Transfer Students	December 1
Annual Course Inventory worksheet Review by Registrar's Office	December 1-22
Last Class Day for Fall – Regular Session	December 2
100% Online Courses May Schedule Finals	December 2-9
Final Exams – Regular Session	December 4-9
Final Date for HSH Dissertation Defense	December 5
Faculty Development and Support Fund Proposals Due to the COB Dean	December 5
Final Submission of Dissertations to the HSH Dean	December 8
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Fall Session)	December 8
Final Dissertation approval by the HSH Dean	December 8
Last Class Day - 2nd 8-Week Session	December 7
Final Exam - 2nd 8-Week Session	December 8/9
Official Closing of the Fall 2023 Semester and Degree Conferral Date	December 9
Commencement	December 9
Classes Begin - Winter Mini Session	December 11
Deans Submit Internal Program Review Reports to the Academic Program Review (APR) Coordinator in Office of Planning and Assessment	December 11
Census Date – Winter Mini Session	December 13
End of Open Registration - Winter Mini Session	December 13
Fee Payment Deadline by Noon For All Payment Methods - Winter Mini Session	December 13
Grades Due to the Colleges by Noon Regular and 2nd 8-Week Session	December 14
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 15
Faculty Check-out (Friday after grades are due)	December 15
Maintenance Window for Office of Information Technology (tentative)	December 15-17
Graduation Clearances due by Noon	December 19

**2023-2024 Academic Affairs Administration Calendar
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Event	Date
Catalog reviewers (faculty/content owners) complete approval or rejection changes in Analog. Reviewers notify editors of any further changes	December 22
Winter Holidays (Students & Faculty). No Classes in Winter Mini-Session	December 25-January 1
Winter Holidays (Staff)	December 25-January 1
Office of Information Technology System/Network Maintenance	December 25-January 1
	January 2024
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 submission box	January 2
Registrar's Office Annual Course Inventory Updates within People Soft	January 2-31
On Behalf of the Provost, the Academic Program Review (APR) Coordinator in Office of Planning and Assessment Sends Letters to Deans Identifying Programs Due for Review	January 2-March 15
Priority Application Deadline for 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)	January 5
Final Application Deadline for Graduate Students. (Some programs may have earlier deadlines. See application deadlines on the program's website.)	January 5
Transfer Student Orientation - Spring	January 6
Last Day to Drop/Withdraw – Winter Mini Session	January 8
New International Student Orientation (NISO)-Spring Session	January 8 and 9
Student Orientation And Registration (SOAR) - Spring	January 8 and 9
Final Application Deadline for Transfer Students	January 9
Spring Financial Aid Disbursement Begin	January 9
Faculty Reporting Date (One week before 1st day of class)	January 9
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. If no rebuttal is needed, candidate forwards file to UPTC for review on or before this date	January 9
Transfer Student Orientation - Spring	January 9
Fee Payment Deadline for Spring Open Registration and Early Registration by 5 p.m. For All Payment Methods	January 9
Open Registration Ends 1st 8-Week and Regular Sessions	January 9
First Administrative Drop for 1st 8-Week Session and Regular Session by 5 p.m.	January 10
Extended Registration 1st 8-Week and Regular Sessions	January 10-12
Final Application Deadline for Returning UHCL Students	January 11
Catalog editors notify reviewers of final review. Last opportunity to make changes by 5 p.m.	January 12
Last Class Day/Final Exam – Winter Mini Session	January 13
Final Application and Documents Deadline for Undergraduate Transfer Students, Returning and Non-Degree-Seeking Undergraduate Students – Spring 2024	January 13
Late Registration/Add/Drop Period Regular Session	January 13-23
Late Registration Period 1st 8-Week Session	January 13-23
Office of Planning and Assessment Provides Assessment Plan, Overall Status and Evaluation of Completed Assessment Plans Report to Deans/Divisions/AVPs/Provost	January 15
Martin Luther King Holiday	January 15
Spring Online Graduation Application Available	January 16-February 15
First Class Day for Regular Session and 1st 8-Week Session	January 16
Grades Due to Colleges by noon – Winter Mini-Session	January 19

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Event	Date
Catalogs locked and UG/GRD editorial review process begins (Acalog content is inaccessible and no further editing/changes are permitted) by 8 a.m.	January 22
Late Registration Ends 1st 8-Week Session	January 23
Late Registration Ends Regular Session	January 23
Census Date 1st 8-Week Session; Last Day to Drop or Withdraw Without Receiving a Grade	January 23
Fee Payment Deadline for 1st 8 Week Session and Spring Late Registration by 5 p.m. For All Payment Methods	January 24
Second Administrative Drop for 1st 8-Week and Regular Sessions by 5 p.m.	January 25
Official Census Date for Spring Regular Session; Last Day to Drop or Withdraw Without Receiving a Grade – Regular Session	January 31
Deans Submit self-study Reports to the Academic Program Review (APR) Coordinator in Office of Planning and Assessment	January-May
	February 2024
Provost Informs Colleges and Faculty of Final Faculty Development Leave Approvals	February 1
Internal Final Program Review Report Due to Deans	February 1
Maintenance Window for Office of Information Technology	February 2-4
Deadline for University P&T Committee (UPTC) Members to Submit their Pre-Meeting Votes for P&T Cases to the Provost Office	February 2
Last Day to Enroll in Financial Literacy Course for Spring	February 5
UPTC Meeting to Review and Vote on P&T Cases	February 5
Provost Call for Nominations: Presidents Distinguished Faculty Awards (Teaching, Research, Service, Lecturer and Adjunct)	February 9
Spring UHCL Core Curriculum Assessment Cycle Begins	February 12
Syllabus Tool Audit Completed and Corrections Due	February 12
Deadline for provost to upload and submit UPTC decision letter to submission box. Candidate has five business days (deadline 2/19/24) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to president	February 12
Faculty Development and Support Fund Proposals Due to the CSE Dean	February 13
Third Administrative Drop for Regular Session	February 13
Registration Opens for 2nd 8-Week Session	February 14
Office of Planning and Assessment Provides Core Curriculum Assessment Report to Deans/Divisions/AVPs/Provost	February 15
Faculty Emeritus: Nominations to Chair of Council of Professors Due	February 15
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 15
International Education Fee Award Scholarship Spring Final Deadline (dependent on remaining funds)	February 15
Spring Online Late Graduation Application Available	February 16-March 16
Last Day to Drop/Withdraw–1st 8-Week Session	February 20
Mid-Term Grades Due to the Colleges by noon - Spring Regular Session	February 27
	March 2024
CBM-002 THECB TSI Report Due	March 1
CBM-008 THECB Faculty Report	March 1
CBM-0E1 THECB Student End of Semester Report Due	March 1
CBM-00S THECB Student Schedule Report Due	March 1
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)	March 1

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Event	Date
Faculty Development and Support Fund Proposals Due to the COE Department Chair	March 1
Freshman Priority Application Deadline – All Summer Sessions	March 1
Undergraduate and Graduate Catalogs go live on UHCL Website	March 1
Maintenance Window for Office of Information Technology	March 1-3
Submit Annual Course Inventory to THECB (time pending on when THECB copies prior year)	March 1-April 30
External Program Review Reports and Dean Response Due to the Academic Program Review (APR) Coordinator in Office of Planning and Assessment	March 1-May 1
Submission of Application for COE Dissertation Defense	March 4
Nominations Due to Provost: President's Distinguished Faculty Awards (Teaching, Research, Service, Lecturer and Adjunct)	March 4
Summer/Fall Class Schedules Available Online (Four Weeks Prior to Early Registration)	March 4
Faculty Emeritus: Recommendations due from Council of Professors to Deans, Provost and President	March 5
Last Class Day 1st 8-Week Session	March 7
Final Exam - 1st 8-Week Session	March 8-9
Spring Holidays (Students)	March 11-17
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 15
International Education Fee Award Scholarship Summer Priority Deadline	March 15
First Class Day–2nd 8-Week Session	March 18
Registration ends-2nd 8-Week Session	March 19
Final Date for COE Dissertation Defense	March 25
Payment Deadline for 2nd 8-Week Session Registration	March 20
Deadline for any University P&T Appeals Committee to Submit Recommendations Regarding an Appeal Case to the President	March 20
Grades Due to Colleges by noon – 1st 8-Week Session	March 21
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	March 22
Census Date 2nd 8-Week Session; Last Day to Drop or Withdraw Without Receiving a Grade	March 25
Faculty Development and Support Fund Proposals Due to HSH Associate Dean	March 27
Initial Appointment for Format Check of Dissertations, Theses, and Projects with Library	March 29
Deans Send Names of Program Review Committees to the Academic Program Review (APR) Coordinator in Office of Planning and Assessment	March 29
Deans provide Provost's 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 and (3) any associate professors or professors going up for tenure.	March 29
Fee Payment Deadline for 2nd 8 Week Session and Spring Late Registration by 5 p.m. For All Payment Methods	March 30
	April 2024
Faculty-Led Education Abroad Proposal Deadline for Spring/Spring Break (At least 1-1.5 years prior to proposed Education Abroad semester)	April 1
Final Application Deadline for International Students from Institutions Outside the US for Fall (if the program's application deadline is earlier, students should apply by the program's application deadline)	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
Summer and May Mini-Session Early Registration and Advising	April 1-11
Annual Submission to THECB (Edit Returns begin)	April 1-30

2023-2024 Academic Affairs Administration Calendar
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Event	Date
Deans' Notification of Reappointment or Non-Reappointment to Non-Tenure-Track Faculty	April 2
Faculty Development and Support Fund Proposals Due to the COB Dean	April 3
Initial Appointment for Format Check of Project/Theses/Dissertation at Library (Spring Session)	April 3
Provost's Office approves the final list of candidates going up for P&T in 2024-25. Candidates requesting the addition of a PRC member from an appropriately related discipline or program across campus submits request to dean in writing.	April 4
Deans Written Notification to Faculty Who Will Undergo Third-Year Review	April 5
Maintenance Window for Office of Information Technology	April 5-7
Provost Request to Deans for List of Reappointments and Non-Reappointments of Non-Tenure-Track Faculty – Due April 20, 2024	April 8
Last Day to Drop/Withdraw – Regular Session	April 9
Deans Written Notification to Faculty who will undergo Third-Year Review	April 11
Faculty Development and Support Fund Proposals Due to Dean of CSE	April 12
Deadline for Submission of Course Changes to UHCL Core Curriculum Committee	April 12
May Mini-Session Open Registration Ends at 5 p.m.	April 12-May 13
Summer Open Registration and Advising Ends by 5 p.m.	April 12-May 31
Fall Open Registration and Advising Ends by 5 p.m.	April 12-August 16
Final Approval of Dissertation by the COE Dean	April 15
Deans' Notification to Provost of Status of Non-Tenure-Track Faculty - Reappointments and Non-Reappointments	April 19
Last Day to Drop/Withdraw – 2nd 8-Week Session	April 22
The President's P&T Decision Letter Is Forwarded to the University of Houston System for Board of Regents Approval. (Date subject to change)	April 25
Faculty Emeritus: President Forwards Nominations to UHS Board of Regents Meeting (Date subject to change)	April 25
Submission of Theses/Projects to the Dean for Approval	April 26
100% Online Courses May Schedule Final Exams	April 27-May 6
Last Class Day - Spring Regular Session	April 29
Each college provides Provost's Office a list of peer review committees (members and chairs) and department chair reviewers for each candidate. Dean's decision and justification provided to candidate in writing. Candidate notified in writing of final committee membership.	April 29
CBM003 Annual Course Inventory Due to Registrar	April 30
Final Exams Spring – Regular Session	April 30-May 6
May 2024	
Faculty Development and Support Fund Proposals Due to the COB Dean	May 1
Summer 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 14)	May 1
Final Application Deadline for New Graduate Students. (Some programs may have earlier deadlines. See Application Deadlines on the program's website)	May 1
Final Approval of Theses/Projects by the Dean	May 2
Final Date for HSH Dissertation Defense	May 2
Initial Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Spring Session)	May 3

2023-2024 Academic Affairs Administration Calendar
March 8, 2024

Event	Date
May Mini-Session Fee Payment Deadline by Noon For All Payment Methods	May 7
Last Class Day - 2nd 8-Week Session	May 9
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Spring Session)	May 10
Provost Sends Official Letter of Reappointment to Non-Tenure-Track Faculty	May 10
Final Exam - 2nd 8-Week Session	May 10-11
Official Closing of Spring Semester and Degree Conferral Date	May 11
Commencement	May 11 (Tentative)
First Class Day – May Mini-Session	May 13
Summer Online Graduation Application Available	May 13-June 12
Official Census Date for May Mini-Session; Last Day to Drop or Withdraw a Course Without	May 14
Census Date – May Mini-Session; Last Day to Drop or Withdraw Without Receiving a Grade	May 14
International Education Fee Award Scholarship Summer and Fall Deadline (dependent on remaining funds)	May 15
Grades Due to Colleges by Noon – Regular and 2nd 8-Week Session	May 16
Faculty Check-out Date (Friday after grades are due)	May 17
Maintenance Window for Office of Information Technology	May 17-19
Candidates receive access to the 2024-25 P&T workflow. Candidates submit a list of at least five external reviewers to department chair.	May 20
Graduation Clearances due by Noon	May 22
Faculty Development and Support Fund Proposals Due to the HSH Dean	May 22
Transfer Student Orientation (TSO)- Summer session	May 23
Summer I Final Application Deadline for Undergraduate Transfer, Returning and Non-Degree-Seeking Undergraduate Students	May 24
Memorial Day Holiday	May 27
International Student Orientation (ISO)-Summer Session	May 28
Summer I Financial Aid Disbursements Begin	May 28
Last Day to Drop/Withdraw – May Mini-Session	May 28
Fee Payment Deadline for Summer Early and Open Registration. 5 p.m. For All Payment Methods	May 28
Last Class Day/Final Exam May Mini-Session	May 31
Candidates provide external review packet to the department chair.	May 31
End of Summer Open Registration	May 31
June 2024	
Summer I Late Registration/Add/Drop	June 1-5
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 3
Summer I Classes Begin – 8-Week, 5-Week Sessions	June 3
Faculty Development and Support Fund Proposals Due to the COB Dean	June 3
Summer I Late Registration Ends	June 5
Grades Due to Colleges by noon – May Mini-Session	June 6
Official Census Date for Regular 5-Week Summer Session; Last Day to Drop or Withdraw a Course Without Receiving a Grade Census Date for 5-Week Session	June 6
Fee Payment Deadline for Summer Late Registration by 5 p.m. for all payment methods	June 6
Submission of Application for COE Dissertation Defense	June 10

**2023-2024 Academic Affairs Administration Calendar
March 8, 2024**

Event	Date
Official Census Date for Regular 8-Week Summer Session; Last Day to Drop or Withdraw a Course Without Receiving a Grade Census Date for 8-Week Session	June 10
Summer Online Late Graduation Application Available	June 13-27
Department chair sends external evaluation file to P&T candidate's outside reviewers.	June 14
Transfer Student Orientation (TSO)- Summer session	June 15
Emancipation Day Holiday	June 19
Maintenance Window for Office of Information Technology	June 21-23
Last Day to Drop/Withdraw - 5-week session	June 24
Final Date for COE Dissertation Defense	June 26
Last Day to Apply for Summer Graduation—45 Days After First Class Day of May Mini-Session	June 27
Initial Appointment for Format Check of Dissertations, Theses, and Projects with Library (Summer Session)	June 28
Summer II Final Application Deadline for Undergraduate Transfer, Returning and Non-Degree-seeking Undergraduate Students	June 28
	July 2024
Summer II Financial Aid Disbursements Begin	July 1
Fee Payment Deadline for Early and Open Registration By 5pm - 4-Week Session	July 1
Transfer Student Orientation (TSO) - Summer Session	July 1
College Annual Reports Due to Provost/Vice Provost	July 3
Independence Day Holiday	July 4
Last Class Day/Final Exam – 5-Week Session	July 6
Freshman Priority Application Deadline	July 6
Classes Begin Summer II – 4-Week Session	July 8
Last Day to Drop/Withdraw – 8-Week Session	July 8
Summer II Late Registration 4-week Session Only by 11:59 p.m.	July 8-10
Official Census Date for Regular 4-Week Summer Session; Last Day to Drop or Withdraw a Course Without Receiving a Grade Census Date for 4-Week Session	July 10
Grades Due to Colleges by noon – 5-Week Session	July 11
Fee Payment Deadline for Summer II Late Registration 5 p.m. for all payment methods	July 11
CBM003 Summer Supplemental Course Inventory File Due to Registrar	July 15
Maintenance Window for Office of Information Technology	July 19-21
Transfer Student Orientation (TSO) - Summer Session	July 23
Initial Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Summer Session)	July 26
Last Class Day/Final Exam – 8-Week Session	July 27
Last Day to Drop/Withdraw – 4-Week Session	July 29
	August 2024
Fall Final Application Deadline for New Graduate Students (Some programs may have earlier deadlines. See Application Deadlines on the program's website.)	August 1
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 1
Deadline for Final Electronic Submission (Vireo) of Dissertations, Theses, and Projects to Library (Summer Session)	August 2
Faculty Development and Support Fund Proposals Due to the COB Dean	August 2
Final Approval of Theses/Projects by the Dean	August 2

**2023-2024 Academic Affairs Administration Calendar
March 8, 2024**

Event	Date
Final Approval of Dissertations by the HSH Dean	August 2
Last Class Day/Final Exam – 4-Week Session	August 3
Official Closing of Summer Semester and Summer Degree Conferral Date (no commencement ceremony)	August 3
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 7
Grades Due to Colleges by noon – 4-Week, 8-Week Sessions	August 8
Final Application Deadline for Returning UHCL Students	August 9
Transfer Student Orientation (TSO) Fall 2024	TBD
New International Student Orientation (NISO)-Fall 2024	TBD
Fall Financial Aid Disbursements begin	August 12
Faculty Reporting Date (One week before 1st day of class)	August 12
New Faculty Orientation	August 13-14
Graduation Clearances due by Noon	August 14
Classes Begin; Fall First Class Day – Regular Session and 1st 8-Week Session	August 19
Catalog cloned and opened for editing in Acalog	August 30