

# Annual Academic Deadlines FY11

<b>August 2011</b>		
1	Faculty	Stacked Course Requests for fall due to Office of Research and Graduate Studies
1	Faculty	Syllabi due for fall 2012 semester
1	Academic Administrators	Academic Administrator 360 evaluations begin.
	Provost	
	Deans	
	Faculty	
	Academic Staff	
2-3	Provost's Office	Board of Regents, College Station
--	Provost's Office	Send University Committees & Councils document to President's Cabinet
7	Students	Last day to withdraw from the University for summer II 2012
9	Students	Last day of classes and finals for summer II 2012
	Students	Last day to apply for December 2012 Graduation
10	Provost's Office	Faculty handbook updated and published online
11		Summer Commencement
15	Deans Department Chairs	Faculty Workload Report to Planning and Institutional Research
15	Faculty	If required, submit names for the solicitation of external review letters for P&T
20	Provost	Organizational Charts to Planning and Institutional Research
22	All	University Faculty and Staff Meeting
24	Students/ Faculty	Classes Begin
31	Students	Course registration ends for fall 2011
<b>September 2011</b>		
1	Faculty	Submission of P&T portfolio to dean
5	All	Labor Day Holiday - University Closed
	Provost's Office	TAMUCC workshop on SACS Substantive Changes for Provost's Council and the Academic Chairs' Council
15		Degree Information Reported to the Registrar
15	Faculty	Applications for Graduate Faculty Status due to the Office of Graduate Studies
<b>October 2011</b>		
1	Students	Undergraduate scholarship applications become available online for fall 2012
1	Provost's Office	Finalize Committees/Councils documents with President's Cabinet
15	Dean	External letters of review due in dossier
17	Deans Department Chairs	Faculty Workload Report to Planning and Institutional Research
17	Deans Department Chairs	New Faculty List reported to Planning and Institutional Research
12-22	Faculty	Mid-term grades due
21	Academic Administrators	WEAVE Comprehensive unit reports for all degree/certificate/ license programs; academic support programs, administrative programs, centers and institutes due.
27	Provost's Office	Texas Higher Education Coordinating Board Quarterly Meeting
<b>November 2011</b>		
1	Units reporting to Assoc. VP or higher	WEAVE Annual reports for Asst. VP for CASA; Dean for Community Outreach; and Directors of Core Curriculum, FYI, Physical Plant, & the University Center.
1	Dept Chair	P&T recommendations due
3-4	Provost's Office	Board of Regents, College Station
4	Students	Last day to drop a class with a "w" for fall 2011
12	Students	Graduate scholarship applications due for spring 2012 for Colleges of Business, Education, Liberal Arts, Nursing, Science & Technology

15	Academic Administrators	WEAVE Annual reports of Vice Provost; College Deans; Assoc. VPs for Academic Affairs, Enrollment Management, Research/Grad Studies, Special Projects, Information Technology; and Comprehensive unit plan for Asst. VP & Director of Library due.
24-25	All	Thanksgiving Holiday – University Closed
30	Dean	Submission of P&T materials and formal letter to the Office of the Provost
30	Dean	Informs candidate of his/her recommendation for P&T to Provost
30	Academic Administrators	Administrator 360 evaluations due.

## December 2011

1	Provost's Office	Provost forwards P&T application materials to University P&T Committee
1	Students	Priority scholarship application deadline for incoming freshmen for fall 2012
1	President's Cabinet	WEAVE due for President's Cabinet
1	Faculty	Stacked Course Requests for spring due to Office of Research and Graduate Studies
5	Students	Last day to withdraw from the University for fall 2011
6	Students	Last day to apply for May 2012 graduation
7	Students	Reading Day
8-9 12-14	Students/ Faculty	Final exams
15	Provost's Office	Final approval of the catalog by the Provost
17		Fall Commencement
21	Faculty	Deadline to have all grades posted by 12 noon
22-31	All	Christmas Holiday – University Closed

## January 2012

1	All	New Year's Day Holiday – University Closed
	Provost's Office	Provost approves academic calendar and forwards to President's Calendar
9		University Faculty and Staff Meeting
11	Students/ Faculty	Classes Begin
15	Provost's Office	Provost informs Calendar Committee of changes to or approval of the academic calendar Provost recommendations for P&T to President
15	Provost's Office	Catalog published online
16	All	Martin Luther King Jr. Holiday – University Closed
19	Students	Last day to register or add a class for spring 2012
26	Provost's Office	Texas Higher Education Coordinating Board Quarterly Meeting
29	Provost's Office	Set up and begin Annual Performance Evaluations
29	Provost's Office	List of recommendations for P&T to System Academic Affairs for next BOR meeting

## February 2012

1	Provost's Office	Provost's Office distributes academic calendar to appropriate offices
1		Degree Information Reported to the Registrar
9-10	Provost's Office	Board of Regents, College Station
15	Students	Final scholarship application for fall 2012 deadline for all undergraduate students.

## March 2012

15	Students	Graduate scholarship applications due for summer 2012 for Colleges of Business, Liberal Arts, Nursing, Science & Technology
15	Deans Department Chairs	Faculty Workload Report to Planning and Institutional Research
16	All	Spring Break Holiday – University Closed
30	Students	Last day to drop a class for for spring 2012

## April 2012

1	Faculty	Stacked Course Requests for summer and maymester due to Office of Research and Graduate Studies
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1	Faculty	Syllabi due for 2012 summer and maymester courses
1	Students	Graduate scholarship applications due for fall 2013 for Colleges of Business, Liberal Arts, Nursing, Science & Technology
1	Students	Graduate scholarship applications due for summer 2012 for College of Education
26	Provost's Office	Texas Higher Education Coordinating Board Quarterly Meeting
30	Students	Last day to withdraw from the University for spring 2012
30	Deans	Faculty Annual Performance Evaluations due
<b>May 2012</b>		
	Students	Undergraduate scholarship notifications for fall 2012 are mailed to students.
1	Students	Last day of classes for spring 2012
1	Students	Last day to apply for August 2012 graduation
1	Deans	College catalog copy due in Acalog
1	Deans	All new courses, deleted courses, and course changes due to the Office of the Registrar
3-4	Provost's Office	Board of Regents, College Station
10	Students	Classes begin for Maymester 2012
12		Spring Commencement
--	Provost's Office	Summer Appointment Letters mail out
24	Students	Last day of Maymester 2012
25	Students	Maymester 2012 final exams
28	All	Memorial Day - University Closed
30	Provost's Office	Written notification to candidate of decision to award promotion and/or tenure
30	Students	Course registration ends for summer I 2011
<b>June 2012</b>		
1	Faculty	submits letter to the college dean in the year prior to the June 1 academic year the he/she desires consideration for promotion and/or tenure
4	Students	Classes begin for summer I 2012
1	Provost's Office,	Begin revisions to the University Committees & Councils document (includes addition, deletion, and revision of committees and councils)
5	Students	Course registration ends for summer II 2012
10	Dean	Certifies length of service requirement for P&T and notifies faculty member of date of evaluation process commencement
15		Degree Information Reported to the Registrar
22	Students	Last day to drop a class for summer I 2012
<b>July 2012</b>		
--	Provost's Office	Appointment Letters to continuing faculty
4	All	Independence Day - University Closed
1	Students	Graduate scholarship applications due for fall 2012 for College of Education
7	Students	Last day to withdraw from the University for summer I 2012
6	Students	Last day of classes and finals for summer I 2012
7	Students	Last day to withdraw from the University for summer II 2012
9	Students	Classes begin for summer I 2012
10	Students	Course registration ends for summer II 2012
21	Provost's Office	Texas Chief Academic Officers (TCAO) Meeting, College Station
26	Provost's Office	Texas Higher Education Coordinating Board Quarterly Meeting
27	Students	Last day to drop a class for summer II 2012