Memo

To: David Daniel, President; President's Cabinet

From: J. Michael Coleman, Dean of Undergraduate Education

CC: Academic Deans, Faculty Senate, Registrar, Bursar,

Date: May 15, 2007

Re: Academic Calendar

The Provost's Office has completed the academic calendar covering the interval from fall 2007 thru summer 2010. The fall 2007 academic calendar is identical to the one already published by the university. From that point on however, the semester academic calendars have been designed to meet the following requirements:

- The semester start and stop dates are aligned with the requirements of the common calendar for public universities published by The Texas Higher Education Coordinating Board (THECB).

- The long semester calendars meet THECB section 4.5 requirements that, "A semester normally shall include 15 weeks for instruction and one week for final examinations or a total of 16 weeks instruction and examinations combined. Every fall semester will end before Christmas, but not later than December 23."

- The summer session calendars meet THECB section 4.5 requirements that, "The summer session shall be considered an integral part of the college year and maximum use should be made of the summer session. Each of the two summer terms shall include no less than 5 1/2 calendar weeks, including registration, instructions, and final examinations. Colleges may register students for a six semester credit hour load for each 5 1/2-week summer term. Colleges and universities may schedule summer terms longer or shorter than 5 1/2 weeks, but the amount of credit students are allowed to enroll for must be proportional. "

- All academic calendars meet THECB section 4.6 requirements that, "Traditionally-delivered three-semester-credit-hour courses should contain 15 weeks of instruction (45 contact hours) plus a week for final examinations so that such a course contains 45 to 48 contact hours depending on whether there is a final exam. Courses delivered in shortened semesters are expected to have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a normal semester."

- Spring semester academic calendars are designed so that the week of spring break now coincides with the current calendars of UT Austin and Texas A&M.

- Each long semester calendar designates the first class day of the fourth academic week as the beginning of the WP/WF period.

- Each long semester calendar designates the last class day of the eighth academic week as the date for posting mid-term grades.

- Each long semester calendar designates the last class day of the ninth academic week as the ending of the WP/WF period. After this point students may drop classes only by completing the nonacademic drop process.

- The summer academic calendar offers only an eleven-week session and two five-week sessions. The traditional eight-week session has been eliminated.

- Class meeting times for summer sessions now follow the 90 minute UT Austin convention. All classes must be held in a 90 minute session or some multiple of a 90 minute session. See the attached table.

- Summer graduation has been eliminated. Those students who graduate after the summer semester will be invited to participate in either the fall or spring graduation ceremonies.

- Each long semester and the long summer session now includes two reading days between the last day of class and the first day of final examinations.

- Faculty must submit final semester grades electronically seven days after the last day of final examinations.

- All academic honors (Major Honors, Latin Honors, and Collegium V Honors) will be awarded provisionally. The Office of the Registrar will certify all undergraduate honors within seven days following the submission of semester grades.

- Deviations from this calendar or the summer class meeting times are forbidden without the express permission of the Office of the Provost.

- The Office of the Registrar will publish the academic calendar for a specific year approximately one year prior to the beginning of that academic year.