

2009-2010 ACADEMIC CALENDAR SUMMARY

Overview

1. Academic Calendar – Common Characteristics

- Three Semesters: Beginning with academic year 2009-2010, the UTHSC academic calendar will include three official semesters: Fall, Spring, and Summer.
- Limited Start/End Options: Each semester will have a limited number of official start-end-date options. More specifically, Fall will feature three official start dates and one official end date, Spring will include one official start date and two official end dates, and Summer will include two official start and two official end dates.
- College/Program Commitments: Actual start dates for individual colleges and programs, as well as dates for new student orientation, will be no later than one week after the official start dates shown¹. New student orientation may be scheduled prior to or after official beginning of semester.
- No UTHSC-wide Spring/Fall Breaks: Individual colleges/programs are responsible for setting dates for Spring and/or Fall Breaks and communicating those dates directly to their students.
- Graduation: UTHSC will have both Fall and Spring graduation dates each year, but only one UTHSC-wide graduation ceremony, on graduation day in Spring. Fall graduation will occur second Friday in December; Spring graduation will take place on last Friday in May.
- Academic Calendar Overview: A 2009-2010 academic calendar overview is shown in **Figure 1**.
- Operating Guidelines: Operating guidelines associated with 2009-2010 academic calendar were also developed (e.g., fee payment, financial aid disbursement, course scheduling, grade submission, etc.) and distributed to colleges as **List 1**.

2. College and Program Commitments

- Specific College/Program Commitments: All UTHSC colleges and programs have committed² to some combination of official start-end-date options as shown in **Tables 1a, 1b, & 1c**.
- Program-Specific Information: Individual colleges/programs are responsible for communicating program-specific information directly to their students.

3. Pattern of Start-End-Dates for Future Academic Calendars

- Future Academic Calendar Pattern: A pattern for setting start-end-dates for future academic calendars is shown in **Table 2**.
- Academic Calendars 2009-2013: Academic calendars based on Table 2 pattern through 2012-2013 are shown in **Table 3**.

¹ Exceptions include second year Medical students (M2) and Biomedical Engineering & Imaging students. Also, the inaugural MSN-Clinical Nurse Leader class will begin in a special summer session, June 1-July 23, 2009, and will reconvene during Fall #2 session.

² Commitment means that all programs in all UTHSC colleges will begin classes or new student orientation within one week of official start date chosen – and will end classes no later than official end date chosen. See footnote 1 for exceptions.

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Figure 1: 2009-2010 Academic Calendar Overview

COLLEGE	Jul 2009	Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	
<div style="font-size: 2em; font-weight: bold; color: #f4a460; margin-bottom: 10px;">UT</div> <div style="font-weight: bold; color: #000;">HEALTH SCIENCE CENTER</div>			<u>FALL #3</u> AUG 17 (18 wks) DEC 18				<u>SPRING #2</u> JAN 4 (20.5 wks) MAY 28					<u>SUMMER #1</u> JUN 1 – AUG 6 (10 wks)		
	<u>SPECIAL 2009 SUMMER #2</u> JUN 1 – JUL 23 (8 wks)												<u>SUMR #2</u> JUN 1 – JUL 23 (8 wks)	
		<u>FALL #2</u> AUG 1 (20 wks) DEC 18				<u>SPRING #2 (REPEATED)</u> JAN 4 (20.5 wks) MAY 28					<u>SUMR #3</u> 7/7 – 8/6 (5 wks)			
		<u>FALL #1</u> JUL 1 (24 wks) DEC 18				<u>SPRING #1</u> JAN 4 (25.5 wks) JUN 30					<u>FALL #1 '10</u> JUL 1 start			
			<u>FALL GRADUATION</u> <i>* No UTHSC-wide CEREMONY *</i> 2 nd Friday in Dec DEC 11				<u>SPRING GRADUATION</u> Last Friday in May MAY 28							

- While actual start dates for individual colleges and programs, as well as dates for new student orientation, will be no later than one week after the official start dates shown, it is the responsibility of individual colleges and programs to communicate this information directly to their students.
- Setting and communicating dates for Spring Break and/or Fall Break are the responsibility of individual colleges and programs.

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Table 1a. 2009-2010 ACADEMIC CALENDAR
[FALL 2009 ... & Special Session SUMMER 2009](#)

Semester Start/End	Semester Option	College/Program/Year	Official Dates
SUMMER 2009	Special Session	NURSING: MSN-Clinical Nurse Leader	Jun1-Jul 23, 2009
FALL 2009	Fall #1	ALLIED HEALTH SCIENCES: Cytopathology Practice (MCP (yr2)), Dental Hygiene (MDH), Medical Technology (BSMT (yr2)), Clinical Lab Science (MSCLS, MSCLS-Advanced Practice), Occupational Therapy (MOT (yr2 & yr3)), Physical Therapy (MSPT, DPT (yr2 & yr3), Transition DPT, ScDPT), Speech-Pathology & Audiology (MS-SLP (yr 2 & yr3), AuD (yr 2 & yr3)) DENTISTRY: D2, D3, D4 MEDICINE: M3, M4 NURSING: BSN, MSN-Advanced Practice, MSN-CRNA PHARMACY: P3, P4 GRADUATE HEALTH SCIENCES (MS, MDS & PhD): All continuing students, Dental Sciences (Orthodontics, Pediatric Dentistry, Periodontology, Prosthodontics), Pharmacology	Wed, Jul 1, 2009 – Fri, Dec 18, 2009
	Fall #2	ALLIED HEALTH SCIENCES: None DENTISTRY: D1 MEDICINE: M2 NURSING: All DNP programs, MSN-Clinical Nurse Leader PHARMACY: None GRADUATE HEALTH SCIENCES (PhD): Nursing (yr1)	Sat, Aug 1, 2009 – Fri, Dec 18, 2009
	Fall #3	ALLIED HEALTH SCIENCES: Cytopathology Practice (MCP (yr1)), Dental Hygiene (BSDH), Health Informatics & Information Management (BSHIIM, MHIIM, Certificate), Medical Technology (BSMT (yr1)), Physical Therapy (MSPT, DPT (yr1)), Speech Pathology & Audiology (MS-SLP(yr1), AuD(yr1)) DENTISTRY: None MEDICINE: M1 NURSING: None PHARMACY: P1, P2 GRADUATE HEALTH SCIENCES (MS, MDS & PhD): Integrated Program in Biomedical Science, Biomedical Engineering & Imaging, Epidemiology, Health Outcomes & Policy Research, Pharmaceutical Sciences, Speech Pathology & Audiology	Mon, Aug 17, 2009 – Fri, Dec 18, 2009

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Table 1b. 2009-2010 ACADEMIC CALENDAR

SPRING 2010

Semester Start/End	Semester Option	College/Program/Year	Official Dates
SPRING 2010	Spring #1	<p>ALLIED HEALTH SCIENCES: Cytopathology Practice (MCP (yr1)), Medical Technology (BSMT (yr1)), Clinical Lab Science (MSCLS, MSCLS-Advanced Practice), Occupational Therapy (MOT (yr1 & yr2)), Physical Therapy (MSPT, DPT (yr1 & yr2), Transition DPT, ScDPT)</p> <p>DENTISTRY: None</p> <p>MEDICINE: M2, M3</p> <p>NURSING: None</p> <p>PHARMACY: P2, P3</p> <p>GRADUATE HEALTH SCIENCES: Integrated Program in Biomedical Science, Biomedical Engineering & Imaging, Dental Sciences (Orthodontics, Pediatric Dentistry, Periodontology, Prosthodontics), Epidemiology, Health Outcomes & Policy Research, Nursing, Pharmaceutical Sciences, Pharmacology, Speech Pathology & Audiology</p>	Mon, Jan 4, 2010 – Wed, Jun 30, 2010
	Spring #2	<p>ALLIED HEALTH SCIENCES: Cytopathology Practice (MCP, yr2), Dental Hygiene (BSDH (yr1 & yr2), MDH), Health Informatics & Information Management (BSHIIM, MHIIM, Certificate), Medical Technology (BSMT (yr2)), Occupational Therapy (MOT (yr3)), Physical Therapy (DPT (yr3)), Speech Pathology & Audiology (MS-SLP, AuD)</p> <p>DENTISTRY: D1, D2, D3, D4</p> <p>MEDICINE: M1, M4</p> <p>NURSING: All DNP programs, MSN-Clinical Nurse Leader, MSN-CRNA</p> <p>PHARMACY: P1, P4</p> <p>GRADUATE HEALTH SCIENCES (MS, MDS & PhD): None</p>	Mon, Jan 4, 2009 – Fri, May 28, 2010

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Table 1c. 2009-2010 ACADEMIC CALENDAR

SUMMER 2010

Semester Start/End	Semester Option	College/Program/Year	Official Dates
SUMMER 2010	Summer #1	ALLIED HEALTH SCIENCES: Dental Hygiene (BSDH (yr1)), Health Informatics & Information Management (BSHIIM, MHIIM, Certificate) DENTISTRY: None MEDICINE: None NURSING: None PHARMACY: None GRADUATE HEALTH SCIENCES (PhD): Integrated Program in Biomedical Science, Pharmaceutical Sciences	Tue, Jun 1, 2010 – Fri, Aug 6, 2010
	Summer #2	ALLIED HEALTH SCIENCES: None DENTISTRY: None MEDICINE: None NURSING: DNP (as needed), MSN-CNL, MSN-CRNA PHARMACY: None GRADUATE HEALTH SCIENCES: None	Tue, Jun 1, 2010 – Fri, Jul 23, 2010
	Summer #3	ALLIED HEALTH SCIENCES: Dental Hygiene (MDH), Speech Pathology & Audiology (MS-SLP & AuD) DENTISTRY: D4 (as needed) MEDICINE: None NURSING: None PHARMACY: None GRADUATE HEALTH SCIENCES: None	Wed, Jul 7, 2010 – Fri, Aug 6, 2010

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Table 2. Pattern of Official Start-End-Dates for Future Academic Calendars

Semester Start or End	Semester Option	"Rule"	AY 2009-2010
FALL - START	Fall #1	First day of July	Wed, Jul 1, 2009
	Fall #2	First day of August	Sat, Aug 1, 2009
	Fall #3	Monday of 18 th (or 19 th , calendar dependent) week before administrative/holiday break	Mon, Aug 17, 2009
FALL - END	Fall #1 & #2 & #3	Last day prior to administrative/holiday break	Dec 18, 2009
GRADUATION	No UTHSC-wide Fall Ceremony	2 nd Friday in December	Dec 11, 2009
SPRING - START	Spring #1 & #2	3 rd calendar day after New Year Holiday, unless 3 rd day on Friday, Saturday, or Sunday – in which case, start on following Monday	Mon, Jan 4, 2010
SPRING - END	Spring #1	Last day of June	Wed, Jun 30, 2010
	Spring #2	Last Friday in May (i.e., Spring Graduation Day)	Fri, May 28, 2010
GRADUATION	Spring Ceremony	Last Friday in May	Fri, May 28, 2010
SUMMER - START	Summer #1 & #2	2 nd weekday after Memorial Day Holiday, unless Memorial Day Holiday is before Spring Graduation Day – in which case, start on 1 st Monday after Spring Graduation Day	Tue, Jun 1, 2010
	Summer #3	2 nd weekday after Independence Day Holiday, unless 2 nd weekday on Friday – in which case, start on following Monday	Wed, Jul 7, 2010
SUMMER - END	Summer #1 & #3	Friday of 10 th week after start of Summer #1 (also, Friday of 5 th week after start of Summer #3)	Fri, Aug 6, 2010
	Summer #2	Friday of 8 th week after start of Summer #2	Fri, Jul 23, 2010

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Table 3. Academic Calendars through 2012-2013³

Term	Semester Start/End	2009-2010	2010-2011 <i>TENTATIVE</i>	2011-2012 <i>TENTATIVE</i>	2012-2013 <i>TENTATIVE</i>
FALL	Fall #1– Start	Wed, Jul 1, 2009	Thu, Jul 1, 2010	Fri, Jul 1, 2011	Sun, Jul 1, 2012
	Fall #2 – Start	Sat, Aug 1, 2009	Sun, Aug 1, 2010	Mon, Aug 1, 2011	Wed, Aug 1, 2012
	Fall #3 – Start	Mon, Aug 17, 2009	Mon, Aug 16, 2010	Mon, Aug 15, 2011	Mon, Aug 20, 2012
	Fall #1 & #2 & #3 – End	Fri, Dec 18, 2009	Thu, Dec 23, 2010	Fri, Dec 23, 2011	Fri, Dec 21, 2012
	*** Graduation Day *** <i>No UTHSC-wide Ceremony</i>	Fri, Dec 11, 2009	Fri, Dec 10, 2010	Fri, Dec 9, 2011	Fri, Dec 14, 2012
SPRING	Spring #1 & #2 – Start	Mon, Jan 4, 2010	Mon, Jan 3, 2011	Thu, Jan 5, 2012	Mon, Jan 7, 2013
	Spring #1 – End	Wed, Jun 30, 2010	Thu, Jun 30, 2011	Sat, Jun 30, 2012	Sun, Jun 30, 2013
	Spring #2 – End	Fri, May 28, 2010	Fri, May 27, 2011	Fri, May 25, 2012	Fri, May 31, 2013
	*** Graduation Day ***				
SUMMER	Summer #1 & #2 – Start	Tue, Jun 1, 2010	Wed, Jun 1, 2011	Wed, May 30, 2012	Mon, Jun 3, 2013
	Summer #3 – Start	Wed, Jul 7, 2010	Wed, Jul 6, 2011	Mon, Jul 9, 2012	Mon, Jul 8, 2013
	Summer #1 & #3 – End	Fri, Aug 6, 2010	Fri, Aug 5, 2011	Fri, Aug 10, 2012	Fri, Aug 9, 2013
	Summer #2 – End	Fri, Jul 23, 2010	Fri, Jul 22, 2011	Fri, Jul 27, 2012	Fri, Jul 26, 2013

³ Changes were made to one “Fall #1 & #2 & #3 – End” date following release of the official University of Tennessee Holiday and Administrative Closing Schedule on July 31, 2009: *from Friday, Dec 17, 2010 to Thursday, Dec 23, 2010*. No other dates were modified.

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List 1. Operating Guidelines (DRAFT)

1. Basics

a. Calendar and Guideline Effective Date

- Calendar and associated guidelines will be effective with start of Fall 2009 semester.
- There will be no Summer semester prior to beginning of Fall 2009 semester.

b. Student Entry to University during AY 2009-2010

- Students may enter an academic program during Fall 2009 and Spring 2010 only.
- That is, no students will enter during Summer 2010.

c. Rosters

- Class rosters⁴ for Fall 2009 semester should be available for fee sheet processing by June 15, 2009.

d. Official Start-End Dates

- Each semester's official start dates represent official beginning of class or orientation for that semester.
 - No classes will begin before official start dates chosen (e.g., no Fall #1 classes will begin before Wednesday, July 1, 2009).
- Semester end dates represent official end-of-class-related-activity for semester.

e. Actual Start-End Dates

- Actual classes will begin no earlier than official start date chosen.
 - Orientation for first-year students may be held prior to official start date chosen.
- Actual classes will begin no later than⁵ one week after official start date chosen.
 - It is the responsibility of individual colleges and programs to communicate actual start dates and times to students.
- Actual classes will end no later than official end date chosen.
- Actual classes may end prior to official end date chosen.
 - In most cases, it is expected that actual classes will end *slightly* prior to official semester end date so that grades may be submitted by semester's end date.
 - Another obvious exception occurs when graduation ceremonies are scheduled prior to semester's official end date. For example, since Spring 2010 graduation is scheduled for Friday, May 28, grades for all classes including these graduating students must be submitted no later than Wednesday, May 26 (see Grade Submission below).

⁴ It is recognized that a limited number of 11th-hour replacements (i.e., waiting list selections) are a normal part of the admission process.

⁵ *Actual start date* does not mean that all classes must begin by that date, but that some classes begin. For example, it is understood that M3 & M4 students typically begin semester with single clerkship and that other clerkships follow as semester unfolds.

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- However, it is expected that classes will not end earlier than two weeks prior to the semester's official end date. In this case, "classes" imply any type of student-class involvement. For example, allowing students time for research paper preparation is included.
- No classes will continue after official end of semester. For example, all AY 2009-2010 Fall #1 class-related activities will occur on or before Friday, December 18, 2009.

f. Spring & Fall Breaks

- Setting and communicating dates for Spring Break and/or Fall Break are the responsibility of individual colleges and programs.

g. Grade Submission

- Typically, grades should be submitted no later than last official day of semester.
- Grades not submitted two days prior to start of following semester are considered late.
- Grades for students who are expected to graduate must be submitted no later than two days prior to graduation ceremonies.

h. Number of Grade Terms

- Students will be registered in three grade terms.
 - 01 – Fall 2009
 - 02 – Spring 2010
 - 03 – Summer 2010
- That is, one grade term number will be used to designate all students who attend during any one of semester's scheduled sessions.
- For example, all students enrolled during any Fall session (i.e., either Fall #1 or Fall #2 or Fall #3) will be coded as grade term 01; all students enrolled in Spring #1 or Spring #2 will be coded as grade term 02.

i. Fee Payment Deadline

- Fees are due no later than first official day of class for that particular semester and student.
 - Fee deadlines are set based on official start dates for student's college, program, and program year.
 - A signed Fee Assessment Sheet and accompanying fee payment can be submitted at any time after student receives his or her Fee Assessment Sheet.
 - For example, if student's semester officially begins August 1 and Fee Sheets are mailed out in mid-June, student may submit a signed Fee Sheet and accompanying fee payment to Bursar at any time on or before August 1.
- A late fee will be assessed if payment has not been made by end of first official day of class.
 - Late fee of \$100 is added to student's fees if payment is made within first two weeks after fee payment due date.
 - After two weeks, a fee-tardy student must pay a reenrollment fee of \$500 in addition to other fees in order to enroll. Again, a letter from student's dean giving approval to Bursar to accept student's fee payment must accompany payment.

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- Note: Allowances regarding late fees will be made for students whose financial aid has been approved but has not yet arrived.

j. Financial Aid Disbursements

- Financial aid disbursements assume that a student has:
 - Submitted a FAFSA and all requested verification documentation to UTHSC Office of Financial Aid, including Award Letter (and other required materials on as-needed basis),
 - Completed a Master Promissory Note, if so requested by lender, and
 - Submitted a signed Fee Assessment Sheet to Cashier.
- Financial aid disbursements cannot be made until Bursar has posted the student's schedule.
 - No financial aid disbursements are made before official start of semester.
 - For example, if student's semester officially begins August 1, financial aid for this particular student will not be made before August 1.
 - Note: Student must be enrolled at least half-time to be eligible for any type of financial aid.

k. Number of Fee Assessments (during transitional academic year of 2009-2010)

- During transitional academic year 2009-2010, students will be assessed tuition and fees at beginning of Fall and Spring semesters only.
- That is, during academic year 2009-2010, neither tuition nor fees will be assessed at beginning of Summer semester.
- Further Clarification
 - Assumption is that students whose college and program requires that they attend during Summer will have already paid annual tuition in full.
 - Students who enter during Spring 2010 will be assessed 50% of annual tuition for Spring – and 0% for Summer 2010, even if their program calls for Summer program attendance.
 - Students who will be attending during Summer semester are expected to register for Summer classes during open registration period (e.g., May 1-May 28).
 - Students who do not register for Summer classes during open registration period and who later decide to attend will be assessed a \$200 late enrollment fee.
 - Fee sheets will be sent to all students expected to enroll by Office of Bursar.

2. Special Cases

a. Leave of Absence (LOA)

- Students who withdraw but who – with their college's consent – plan to return should have a *Change of Status* form submitted to Registrar by an administrator in their college.
 - Change of Status form should include reason for leave of absence as well as expected return date.

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- According to federal financial aid guidelines, a leave of absence can be up to 180 days.
 - This means that students on a university-approved leave of absence must begin repaying federal loan money after this “grace period” ends.
 - No early repayment required if individual reenrolls as full-time student within 180-day “grace period.”
 - “Grace period” begins on student’s last official day of attendance (as listed on Change of Status form).

b. Students Who Repeat Academic Year

- A student who repeats his or her Xth year in a professional program will continue to be referred to as an Xth year student. For example, if a medical student repeats her first year, even though she successfully completed one or more courses during her first year, she will still be referred to as an M1 student during her second time through first-year medical school.
- Why? Because students are allowed differing amounts of financial aid based on estimated fees for each specific year in a professional program. Therefore, if a student really is attending “first year” courses, the student should potentially receive financial aid based on fees related to program’s first year.
- Note: Federal guidelines list program-dependent lifetime amounts of financial aid.
 - For example, for medical, dental, and pharmacy students the federal loan limit is \$224,000.

c. Timing of Grade Submission, Student Dismissal and Financial Aid Disbursement

- Possibilities exist for students to fail one or more courses resulting in subsequent dismissal from program and university. Recognizing that due-process often takes time, likelihood of inappropriately providing financial aid to dismissed students is both real and unavoidable.
- Once dismissal is final, UT will refund an appropriate loan amount to federal government and dismissed student will be billed for amount owed university.

d. Diplomas for Late-Completing Students

- Students in good standing sometimes reach graduation day without having completed all requirements for graduation. Since additional work must be completed before such students officially graduate, how will these students be handled in terms of graduation timing?
- If academic leaders in student’s college believe minimal pre-graduation work remains and express confidence that student will be able to successfully complete all work prior to start of following semester, student may be allowed to “walk” in graduation.
 - Student should be given an “I” in all courses in question.
 - A change of grade form should be submitted to Registrar as soon as course requirements have been met and a grade assigned.
 - If all coursework is successfully completed within approximately three months of student’s originally planned graduation (before March 1 for December graduation; before September 1 for May graduation), student will receive degree showing date of most recent graduation.

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- If all coursework is not successfully completed within approximately three months of student's originally-planned graduation, student will not receive degree until university's next official graduation date. Degree will show next official UTHSC graduation date (either second Friday in December or last Friday in May, as appropriate).
 - If academic leaders in student's college believe significant pre-graduation work remains and express doubt that student will be able to successfully complete all work prior to start of following semester, but believe student will be able to complete all work during following semester, student may still be allowed to "walk" in graduation.
 - Student should be given an "I" in all courses in question.
 - A change of grade form should be submitted to Registrar as soon as course requirements have been met and a grade assigned.
 - Student must register for Independent Study course during following semester, if graduation is expected during that semester.
 - Assuming all pre-graduation work is completed, student will receive degree on university's next graduation date.
- e. "Semi-Classes," Orientation, Overlapping Semesters and Student Schedules
- Every "class" participated in during a given semester should be listed on student's schedule.
 - Example 1 – M2 students have traditionally been given a "break" to study for preliminary board exams. Such students should be registered for a one-hour "Independent Study" class for which they are assigned a grade of "P/F" at semester's conclusion.
 - Example 2 – If orientation is held after semester's official start date and pushes actual start date of regular classes into second week of semester, impacted students should be registered for a one-hour "Independent Study" class for which they are assigned a grade of "Au" at semester's conclusion.
 - Example 3 – Some colleges offer courses (e.g., clerkships) that overlap multiple semesters. All students impacted should be registered for all courses attended, including those which overlap following semester. Impacted students should be assigned grades of "In Progress (IP)" during all semesters in which no final grade is assigned, as well as a final grade at conclusion of semester during which course is completed.
- f. Undecided Clerkships
- Clerkships should be listed on students' registration schedules, even if clerkship specifics are unknown at time of registration.
 - That is, a clerkship "placeholder" course designation should be listed on student's schedule with meaningful details entered once clerkship specifics are known.