

## ACADEMIC CALENDAR POLICY (MEMPHIS-BASED PROGRAMS)

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**Approval Date:** June 19, 2012, Committee on Academic and Student Affairs

**Reviewed and approved by Committee on Student Affairs:** January 15, 2013 and again on February 5, 2013

**Next review Date:** January, 2014

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### POLICY

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All programs offered at the UTHSC must identify an official start and end date, in compliance with the official terms, start dates, and end dates of the UTHSC Academic Calendar (outlined below). Each college-based, program-specific academic calendar must be approved by the Vice Chancellor for Academic, Faculty and Student Affairs prior to the beginning of the academic year (based on the deadlines presented below).

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### RATIONALE AND EXPLANATION:

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Degree programs offered at UTHSC are organized based on three academic terms: Fall, Spring and Summer.

For **Fall Term** there are three official start dates:

- Fall 1 begins the first week of July;
- Fall 2 begins the first week of August; and,
- Fall 3 begins three weeks before Labor Day

Regardless of the start date observed, all fall terms officially end during the third week of December.

The **Spring Term** officially begins within six days following the New Year's holiday.

There are two official end dates for the Spring Term:

- Spring 1 ends during the last week of June; and,
- Spring 2 ends on the last Friday in May.

Three **Summer Terms** are offered:

- Summer 1 is a ten-week session that starts during the first week of June and ends in early August;
- Summer 2 is an eight-week session that starts during the first week of June and ends during the last week of July; and,
- Summer 3 is a five -week session that begins 2-5 days after the 4<sup>th</sup> of July.

All programs must conform to the official terms as outlined above, with two exceptions:

- Audiology and Speech Pathology programs within the College of Allied Health and the College of Graduate Health Sciences that must conform to the calendar used on the UT-Knoxville campus; and,
- Block rotations that must accommodate clinical site schedules and expectations.

With respect to establishing the official start and end dates for a specific program, the following parameters should be followed (except in the instances outlined above):

1. Start Dates:
  - a. Classes may not begin prior to the official start date designated for a given program (e.g., Fall 1 classes may not begin **before** July 1).
  - b. Classes must begin within one week after the official start date of the term.
2. End Dates:

Neither classes nor final exams may occur after the official end of the term (with the exception of courses that officially cross terms).
3. Grades:
  - a. Grades are due on last official day of the term unless otherwise determined.
  - b. Grades for students graduating must be posted in Banner one week prior to the official graduation date.
4. Orientation:

New student orientation may be held prior to or after the official start date selected for the program.
5. The Academic Calendar process and the Catalog review process are linked to insure that accurate information on course offerings are published in a timely manner. During the spring term colleges will be given copies of courses that were offered in the fall term of the prior academic year and asked to provide an accurate list of courses for the upcoming fall term; updated course lists are to be returned to the Office of Academic Affairs no later than March 1. During the fall term, colleges will be given copies of their course offerings for spring **and** summer of the past academic year and asked to provide an accurate list of courses for the upcoming summer and fall terms; updated course lists are to be returned to the Office of Academic Affairs no later than mid-October.

## PROCEDURES

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Each college, based on curricular needs of the program(s) offered through the college, must establish an official academic calendar to be reviewed and approved by the Committees on Student Affairs and Academic Affairs and by the Vice Chancellor for Academic, Faculty and Student Affairs, and subsequently published a minimum of three months prior to the beginning of the upcoming academic year (thus no later than April 1<sup>st</sup> each year).

The process for review and approval of the college-specific academic calendar is as follows:

1. On or around January 15<sup>th</sup> of each year the Associate Vice Chancellor for Student Affairs will provide to the designated<sup>1</sup> college representatives the institution-wide dates and deadlines for the upcoming academic year.
2. The designated college representatives will be responsible for submitting their college-based academic calendar to the Associate Vice Chancellor for Student Affairs by no later than March 1st.
3. Following review by appropriate personnel within the offices of Student Affairs and Academic Affairs, all proposed college-based academic calendars will be reviewed for final comment by the members of the Committee on Student Affairs and the Committee on Academic Affairs.
4. Once final approval is granted by the Vice Chancellor for Academic, Faculty and Student Affairs, the college-based academic calendars will be incorporated into the academic catalog for the upcoming year and posted where appropriate on the UTHSC website.

### **Pattern of Key Date Selection**

\*\*\*\*\* FALL \*\*\*\*\*

#### **FALL- Start**

- Fall 1 – Start July 1
- Fall 2 – Start August 1
- Fall 3 – Start (~August 15) Third week before Labor Day
- Fall Commencement 2<sup>nd</sup> Friday in December

#### **FALL – End**

- Fall 1 & 2 & 3 – End Last day prior to December Administrative/Holiday Break

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<sup>1</sup> As designated by the dean of the college

\*\*\*\*\* SPRING \*\*\*\*\*

SPRING – Start

- Spring 1 & 2 – First week in January

SPRING – End

- Spring 1 –Last day of June
- Spring 2 –Last Friday in May (i.e., Spring Graduation Day)

\*\*\*\*\* SUMMER \*\*\*\*\*

SUMMER – Start

- Summer 1 & 2 –2<sup>nd</sup> weekday after Memorial Day Holiday, unless Memorial Day Holiday precedes Spring Graduation Day in which case the session begins the 1<sup>st</sup> Monday after Spring Graduation Day
- Summer 3 –2<sup>nd</sup> weekday after Independence Day Holiday, unless 2<sup>nd</sup> weekday (or Independence Day) falls on a Friday in which case the session begins the following Monday

SUMMER – End

- Summer 1 –Friday of the 10<sup>th</sup> week after the start of Summer 1
- Summer 2 –Friday of 8<sup>th</sup> week of Summer 2
- Summer 3 – Friday, 5<sup>th</sup> week of session

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**The general timelines associated with these start and stop dates are shown below.**

# UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

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## Registration

Fall Term	2013
Fall Course Lists Due to Academic Affairs	Mar 1
Fall Registration Begins (All)	Apr 1
Last Day to Register Fall #1	Jul 1
Fall #1 Term Begins	Jul 1
Initial class attendance for Fall #1 due to Registrar by 12 noon	Jul 2
Last Day to Register Fall #2	Aug 1
Fall #2 Term Begins	Aug 1
Last Day to Register Fall #3	Aug 12
Fall #3 Term Begins	Aug 12

## Tuition, Fees, Financial Aid

Fall Term	2013
Tuition and Fees Due Fall #1	Jul 1
Late Fee Begins \$100.00 Fall #1	Jul 8
Re-enrollment Fee Begins \$500 Fall #1	Jul 15
Tuition and Fees Due Fall #2	Aug 1
Late Fee Begins \$100.00 Fall #2	Aug 5
Re-enrollment Fee Begins \$500.00 Fall #2	Aug 12
Tuition and Fees Due Fall #3	Aug 12
Late Fee Begins \$100.00 Fall #3	Aug 19

## Term Calendar

Fall Term	2013
Fall #1 Term Begins	Jul 1
Fall #2 Term Begins	Aug 1
Fall #3 Term Begins	Aug 12
Grades Due in Registrar's Office by 12 noon for Graduates	Nov 29
Graduation	Dec 13
Last Day of Fall Term (except for Dec Graduates)	Dec 20
Grades Due in Registrar's Office by 12 noon for All Students	Dec 20
Grades Available to Students (All)	Dec 20

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## Registration

Spring Term	2013 - 2014
Spring and Summer Course Lists Due to Academic Affairs	Oct 1
Spring Registration Begins (All)	Nov 1
Last Day to Register Spring #1 & Spring #2	Jan 2
Spring #1 & Spring #2 Terms Begin	Jan 2

## Tuition, Fees, Financial Aid

Spring Term	2014
Tuition and Fees Due Spring #1 & Spring #2	Jan 2
Late Fee Begins \$100.00 Spring #1 & Spring #2	Jan 16
Re-enrollment Fee Begins \$500 Spring #1 & Spring #2	Jan 23

## Term Calendar

Spring Term	2014
Spring #1 & Spring #2 Terms Begin	Jan 2
Grades Due in Registrar's Office by 12 noon for May Graduates	May 16
Spring Commencement Ceremony	May 30
Last Day of Spring #1 Term	Jun 27
Grades Due in Registrar's Office Spring #1	Jun 27
Spring #1 Grades Available to Students	Jun 27
Last Day of Spring #2 Term	May 30
Grades Due in Registrar's Office by 12 noon for All Students	May 30
Spring #2 Grades Available to Students	May 30

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## Registration

Summer Term	2014
Summer Registration Begins (All)	Apr 1
Last Day to Register Summer #1 & Summer #2	Jun 1
Summer #1 & Summer #2 Terms Begin	Jun 2
Last Day to Register Summer #3	Jul 7
Summer #3 Term Begins	Jul 7

## Tuition, Fees, Financial Aid

Summer Term	2014
Tuition and Fees Due Summer #1 & Summer #2	Jun 2
Late Fee Begins \$100.00 Summer #1	Jun 6
Re-enrollment Fee Begins \$500.00 Summer #1 & Summer #2	Jun 13

## Term Calendar

Summer Term	2014
Summer #1 & Summer #2 Terms Begin	Jun 2
Summer #3 Term Begins	Jul 1
Last Day of Summer #2 Term	Jul 31
Grades Due & Available to Students for Summer #2	Jul 31
Last Day of Summer #1 & Summer #3 Terms	Aug 8
Grades Due in Registrar's Office for Summers #1, #3 Terms	Aug 8
Grades Available to Students Summers #1 and #3	Aug 8