

Rice University
Office of the Registrar • 116 Allen Center
Academic Department Planning Calendar

This calendar is for planning purposes. Throughout the year there are regular data-gathering projects that take place between academic departments and the Office of the Registrar (OTR). Most of these are seasonal, with some tied to specific weeks within the semester. Because of this, the majority of the deadlines are firm and unmovable. This calendar was created to assist academic departments in their planning and anticipation of these regular and routine tasks.

SPRING SEMESTER

JANUARY

The month of **January** includes the start of the Spring semester.

OTR highlights include (January):

- Calculate Fall end-of-semester academic standing.
- Notify impacted UG students of their Fall end-of-semester academic standing (probations/suspensions).
- Notify students who failed pre-req courses in Fall (for a registered Spring course) of schedule changes.
- Publish student submitted Fall semester course/instructor evaluation data in ESTHER.
- **Spring Semester – Week 2 Deadlines (Full Term Courses only)**
 - “Add” Deadline, variable credit, audits, pass/fail conversions, refunds, withdrawals, etc.
{See the year-specific Academic Calendar for more detailed information on the above.}
- **December Degree Candidates:** Final certification of UG graduation requirements; Prepare and present at faculty senate plenary meeting for conferral of December degrees. Prepare final list of Graduate level December degree candidates for review by GPS.
- **May Degree Candidates:** Notify UG May degree candidates of graduation requirement deficiencies.
- Draft of Summer Schedule of Courses to Dean’s offices for review

We need academic department assistance with the following (January):

- **Please assist in the submission of any outstanding (and late!) final Fall grades.**
- **Fall Outstanding OT Grades:** Assist in the follow-up and submission* of outstanding OT grades from previous Fall. After the Week 1 submission deadline, any outstanding OT grade will be converted to a failing grade.
- **Fall Outstanding INC Grades:** Assist in the follow-up and submission* of outstanding INC grades from previous Fall. After the Week 2 submission deadline, outstanding INC grades are converted to failing grades.
- **May Degree Candidate Certification:** Pick up major, minor, and certificate certification lists in the OTR. Please be advised that we are not permitted to release grade rosters to a department’s student workers.
- **Voluntary Waitlist Purge for Spring:** Notify OTR by Day 3 of the semester to maintain or purge the waitlist.
- **Course Catalog & Schedule Updates (for Spring semester):** Please visit <http://courses.rice.edu> to identify and notify the OTR of any missing course instructors and meeting times.
- **Course Catalog & Schedule Updates (for Summer Sessions):** Provide final confirmation on Summer Schedule of Courses.

JANUARY

***PLEASE NOTE (Grade Changes):**

- a) The updating and replacing of a temporary (OT or INC) grade is handled as a Grade Change. After the deadline for submission, outstanding OT and INC grades are converted to failing grades.
- b) In order to ensure appropriate internal controls, instructors or their designate must come in to the OTR to complete the paper Grade Change Form, available by request at the Front Desk.
- c) As noted in the Faculty Grading Guidelines, documented in the GA, "Instructors may not change a semester grade after the grade has been submitted to the Office of the Registrar, except when there is a clerical error in calculating the grade." More info at: http://ga.rice.edu/FI_gradingguideline/.

FEBRUARY

The month of **February** means mid-term grades and the Spring semester "Drop" deadline.

OTR highlights include (February):

- **Spring Semester Week 7 Deadlines (for students in full term courses):**
 - "Drop" Deadline
 - Filing degree applications for May deadline (GR only), etc.

{See the year-specific Academic Calendar for more detailed information on the above.}
- Order diplomas for December degree recipients; diplomas are mailed by vendor directly to students approximately four to six weeks after placing the order.
- Post the final examination schedule for Spring semester on the OTR website.
- Process classroom assignments for Spring semester (scheduled) final examinations.
- Preparation of "Roll Call" for Distribution Credit.
- Summer Course Information.

We need academic department assistance with the following (February):

- **Spring Mid-Term Grade Rosters:** Pick up (in the OTR) the mid-term grade rosters for all first-year students and distribute to appropriate department course instructors. Please be advised that we are not permitted to release grade rosters to a department's student workers.
- **Spring Mid-Term Grade Entry:** Assist department course instructors with entering mid-term grades online via ESTHER for all first-time students that entered in previous Fall or current Spring semester. The deadline for Spring mid-term grades is in mid-February. *{See the year-specific Academic Calendar for more detailed information.}*
- **May Degree Candidates:** Continue processing Major, Minor, and Certificate certifications
- **Course Catalog & Schedule Updates** (for Fall semester): Round 1 of 2 review returned to OTR with changes and/or comments.
- **Course Catalog & Schedule Updates** (for Summer Sessions): Deadline for Dean's offices to submit final course offerings for Summer Sessions
- **Distribution Credit "Roll-Call":** Assist the academic deans in providing information regarding the next academic year's distribution credit tables to the OTR (DI/DII/DIII credit).

MARCH

The month of **March** means mid-terms, spring break, and important registration deadlines.

OTR highlights include (March):

- **Spring semester Week 10 Deadlines (for students in full-term courses):**
 - Designate a course status to “Pass/Fail” option.
 - Drop courses via the appropriate paperwork (UG matriculants - 1st yr / 2nd sem only).
{See the year-specific Academic Calendar for more detailed information on the above.}
- Prepare for graduation, final degree certification and commencement.
- Apply Declaration of Major holds for 2nd year UG students who have not declared their major(s).
- Update the online Fall Course Schedule located at: <http://courses.rice.edu/>.
- Begin registration for the upcoming Summer Sessions (Sessions 1 - 4 and Full Session).
{See the year-specific Academic Calendar for more detailed information on the above.}
- Census Capture (on Monday of Week 8) of Spring semester student system data for the Rice Data Warehouse (used for data analysis, miscellaneous data reports, etc.).
- Preparation of “Roll Call” for AP, IB, and A-Level Credit.
- Round 1 review of the General Announcements (Curriculum) for the upcoming academic year begins.

We need academic department assistance with the following (March):

- **Course Catalog & Schedule Updates** (for Fall semester): Round 2 of 2 review returned to OTR with changes and/or comments.
- **AP & IB Credit Annual “Roll Call”**: Review & approve course credit articulation for upcoming academic year.
- **General Announcements**: Round 1 Curriculum review received from the OTR. Please review and submit with changes and/or comments for upcoming academic year.

APRIL

The month of **April** includes the week-long Fall registration period for continuing students, along with registration for Summer Sessions with continued preparation for graduation and commencement.

OTR highlights include (April):

- **Last week of the semester/Week 15 Deadlines (for students in full term courses):**
 - Drop courses via the appropriate paperwork with a fee. (New Spring UG matriculants can drop through the last day of class, via paperwork, in the OTR.)
 - Deadline to submit theses in the Office of Graduate and Postdoctoral Studies for May degree conferral by 12:00 noon.
{See the year-specific Academic Calendar for more detailed information on the above.}
- Begin registration for upcoming Fall semester.
{See the year-specific Academic Calendar for more detailed information on the above.}
- Prepare preliminary reports and lists for the Commencement Ceremonies.
- Open the Spring course and instructor evaluation period to students online via ESTHER.
- Evaluate transfer credit for applied transfer students entering in upcoming Fall semester.

APRIL

We need academic department assistance with the following (April):

- **Deadline for instructors to submit textbook orders to Bookstore.** (Federal Law requires that textbook (ISBN) information be available to students at the time of course registration.) {See *the year-specific Academic Calendar* for more detailed information.}
- **Spring Final Grades Rosters** (with Grade Entry PINs): Pick up final grade rosters in the OTR for all students and distribute to department course instructors. **Please be advised that we are not permitted to release grade rosters to a department's student workers.**
- **Spring Course Evaluations:** Before the opening of the Course & Instructor Evaluation period, assist in identifying any missing instructor names (or TBNs) in the current Spring semester Course Schedule.
- **Spring Final Grade Entry:** Assist department course instructors with entering grades online for all students. The deadline for May Degree Candidates is at the beginning of May. The deadline for Non-Degree candidates is in mid-May. {See *the year-specific Academic Calendar* for more detailed information.}
- **General Announcements:** Round 1 Curriculum review returned to the OTR with changes and/or comments for upcoming academic year.

MAY

The month of **May** includes the annual Commencement ceremony and the end of the Spring semester. Summer and Fall registration also continue.

OTR highlights include (May):

- Final certification of UG graduation requirements; preparation and presentation at plenary meeting of full faculty for conferral of May degrees.
- Preparation for the Commencement Ceremonies.
 - Prepare final lists and reports for Commencement Ceremonies
 - Prepare list of Graduate level May degree candidates for review by GPS.
 - Order diplomas for May degree recipients; diplomas are mailed by vendor directly to students approximately four to six weeks after placing the order.
- Calculate Spring semester end-of-semester academic standing.
- Notify impacted students of their Spring semester academic standing (probations/suspensions).
- Close the Spring course and instructor evaluation period to students online via ESTHER.
- Registration for Summer semester courses for visiting students (Sessions I - III and Full Session).
- Deadline for Visiting Students to apply for Summer Session I and II
- Deadline for students to drop from courses for Summer Session 4 and Full Summer Session {See *the year-specific Academic Calendar* for more detailed information}
- Open the Summer course and instructor evaluation period to students online via ESTHER for relevant Summer Session(s).
- Round 2 reviews of the General Announcements (Curriculum) for the upcoming academic year begins.
- Summer classroom projects and planned classroom renovations begin.

MAY

We need academic department assistance with the following (May):

- **Please assist in the submission of any outstanding (and late!) final Spring grades.**
- **Spring Final Grade Entry:** Assist department course instructors with entering grades online for all students. The deadline for May Degree Candidates is at the beginning of May. The deadline for Non-Degree candidates is in mid-May. {See *the year-specific Academic Calendar for more detailed information.*}
- **Course Catalog & Schedule Updates** (for Fall semester): Please visit <http://courses.rice.edu> to identify and notify the OTR of any missing course instructors and meeting times.
- **May Degree Candidates Payroll:** Degree candidates working in departments, labs, etc. must turn in last timesheet to Payroll before date of degree conferral.
- **Summer Course Evaluations:** Before the opening of the Course & Instructor Evaluation period for the relevant Summer Session(s), assist in identifying any missing instructor names (or TBNs) in the current Summer semester Course Schedule.
- **Summer Course Cancellations:** Summer Session I and II course cancellations due to Office of the Registrar {See *the year-specific Academic Calendar for more detailed information*}
- **General Announcements:** Round 2 Curriculum review received from the OTR. Please review and submit with changes and/or comments for the upcoming academic year.