

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.*

## **SUMMER SEMESTER: Summer Sessions**

### **JUNE**

The month of **June** is the end of the university's fiscal year. The short Summer Sessions and Full Summer Session are in full swing. Fall registration continues online for students.

#### **OTR highlights include (June):**

- End of Term processes for Spring (including: necessary grade conversion, notify continuing UG students of their academic standing (probations and suspensions), and calculate President's Honor Roll).
- Publish student submitted Spring semester course/instructor evaluation data in ESTHER.
- Identify and notify students that failed a needed prerequisite course in Spring for a course for which they are registered for in Fall of their schedule adjustments
- Open the Summer course and instructor evaluation period to students online via ESTHER for relevant Summer Session(s).
- New Student Orientation for student athletes entering before Fall.
- Summer classroom projects and planned classroom renovations continue.
- Round 3 reviews of the General Announcements (Curriculum) for the upcoming academic year begins.  
Deadline for Visiting Students to apply for Summer Session III {see *the year-specific Academic Calendar for more detailed information*}

#### **We need academic department assistance with the following (June):**

- **Spring Outstanding Grades:** Spring Outstanding Temporary Grades: Assist in the follow-up and submission\* of outstanding OT grades from previous Spring. After the deadline, any outstanding OT grades will be converted to a failing grade.
- **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 III course cancellations due to Office of the Registrar {See *the year-specific Academic Calendar for more detailed information*}
- **General Announcements:** Round 3 Curriculum review received from the OTR. Please review and submit with changes and/or comments for upcoming academic year.

#### **\*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/](http://ga.rice.edu/FI_gradingguideline/).

**JULY**

The month of **July** marks the beginning of the university's next fiscal year.

***OTR highlights include (July):***

- Prepare and process all new upcoming Fall UG student files from Admissions.
- Summer classroom projects and planned classroom renovations continue.
- Summer course and instructor evaluation period to students online via ESTHER for relevant Summer Session(s).
- Final review of the General Announcements (Curriculum) for the upcoming academic year begins.

***We need academic department assistance with the following (July):***

- **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.
- **General Announcements:** Final Curriculum review received from the OTR. Please review and submit with changes and/or comments for upcoming academic year.