

Classes That Do Not Conform to the University Academic Calendar

Typical Academic Calendar Dates

The University observes only one official University academic calendar for each spring, summer, and fall; unless otherwise specified, all dates that appear on the official University academic calendar (such as add, drops, withdrawal, refunds etc.) apply to all University programs and it is the department's responsibility to ensure their cohorts are aware of these dates.

A substantiated academic need must exist to meet in a manner that does not conform to the academic calendar. Faculty and/or student scheduling preferences and/or consensus do not constitute an academic need.

Determining semester to offer a non-conforming class			
Class Begins	Class Ends	Schedule in	Example
During or after last week of classes	Before the 1st class day of the following semester	Preceding semester	Class meets August 10-August 25: Schedule as a <i>summer</i> class.
During or after last week of classes	On or after the 1st class day of the following semester	Following semester*	Class meets August 10-Sept 15: Schedule as a <i>fall</i> class.
Before last week of classes, bulk of class held <i>before</i> 1 st class day of following semester	Before, on, or after the 1st class day of the following semester	Preceding semester	Class meets July 15-August 31: Schedule as a <i>summer</i> class (2 nd session).
Before last week of classes, bulk of class held <i>after</i> 1 st class day of following semester	After the 1st class day of the following semester	Following semester*	Class meets August 3-October 10: Schedule as a <i>fall</i> class.

*Classes officially recognized and approved by Study Abroad as Spring Maymester classes are the only exception to this rule.

Typical Academic Calendar Dates				
Semester	First Class Day	Last Class Day	No Class Days	Final Exam Dates
<i>Fall</i>	Typically during last <i>full</i> week of August, at least a full week after summer graduation day	Typically Monday of 2nd week in December. 70 class days (42 MWF & 28 TTh meetings, according to standard class timelines)	•All Sundays, holidays, & days between last exam day & 1 st class day of next semester	1 st Thursday after last class day through following Wednesday, excluding Sunday
<i>Spring</i>	Typically falls on 1 st non-holiday, 3 rd <i>full</i> week of January	Typically 1 st Friday after May 1. 75 class days (45 MWF & 30 TTh meetings, according to standard class timelines)	•Dead Days: Days between last class day and 1 st final exam period	1 st Wednesday after last class day through following Tuesday, excluding Sunday
<i>Summer (Whole)</i>	Typically falls after May 30, at least a full week after spring commencement	Typically Friday, 2 weeks before last <i>full</i> week of August. 10-week term. [†] Minimum 50 class days.	N/A	2 exam days, typically Sat, Mon after last class day
<i>Summer (First)</i>		Typically 1 st Thursday after July 4. 5 ½-week term. [†] Minimum 25 class days.	N/A	2 exam days, typically Fri-Sat after last class day
<i>Summer (Nine-wk)</i>		Typically Tuesday before July 31. 9-week term [†]	N/A	2 exam days, typically Wed-Thu after last class day
<i>Summer (Second)</i>	Typically falls on Monday immediately following first session final exams	Typically Friday, 2 weeks before last <i>full</i> week of August. 5 ½-week term. [†] Minimum 25 class days.	N/A	2 exam days, typically Sat, Mon after last class day

[†]including registration, class days, and exam days

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Class Timelines: Standard Meeting Days and Times

In long semesters, standard meeting days are MWF and TTh. Standard meeting times on MWF are one hour long, beginning and ending on the hour. Standard TTh meeting times are one and a half hours long, beginning at 8am. Any variation of these days and times is a non-standard timeline. Priority is given to classes using standard timelines. Generally speaking, University classroom hours are 6:30am-11:45pm, MWF, TTh, and Saturdays. Final exam schedules are determined based upon standard timeline start times.

Also see the General Information Catalog: [Academic Policies & Procedures: Credit Value & Course Numbers 'The semester hour'](#).

MWF Standard Timelines, Prime Class Hours 8am-5pm

MWF 8am-9am, MWF 9am-10am, MWF 10am-11am, MWF 11am-12pm, MWF 12pm-1pm, MWF 1pm-2pm, MWF 2pm-3pm, MWF 3pm-4pm, MWF 4pm-5pm

TTh Standard Timelines, Prime Class Hours 8am-5pm

TTh 8am-9:30am, TTh 9:30am-11am, TTh 11am-12:30pm, TTh 12:30pm-2pm, TTh 2pm-3:30pm, TTh 3:30pm-5pm

Graduate Classes

Generally speaking, graduate classes are scheduled in 3-hour blocks one day per week, beginning and ending at a standard timeline day and hour listed above. When possible, classes are scheduled in sets that balance room usage across the entire MWF or TTh standard timeline.

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Office of the Registrar Operations & Framework

Student Records, Grades, Transcripts, Veteran, Enrollment, & Athletic Certifications

1. All credit will be awarded for the semester in which the section is scheduled.
2. Grades awarded after grade processing may negatively impact student standing, certification, and athletic eligibility.
3. Students enrolled in their first semester at UT Austin are not eligible to participate in classes that meet prior to a semester.
4. Grades are reported and GPAs calculated at the end of the semester. Grades will not be posted early.
5. Grades will not appear on a transcript until after grade processing for the semester in which the section is scheduled.
6. Grades are due in the Office of the Registrar based upon class meeting time per the Course Schedule timeline.
7. If attending a class that meets in its entirety outside of a semester, the student will be recognized as enrolled for the semester in which the class is scheduled.
8. Enrollment certifications are based upon the semester in which the class is scheduled. Enrollment certifications will indicate the student is enrolled from first class day through last final exam day, regardless of reported class meeting dates.
9. Veteran benefits are certified based upon the first reported meeting date through the last reported meeting or mandatory final exam date, whichever is later. Reported mandatory orientations or workshops held no more than 14 days prior to the first reported class meeting date may be included.
10. Exams must be held within 14 days of the last class date for veteran students to receive funds through the exam date.
11. Enrollment status calculations are based on hours enrolled for a semester, despite non-standard class meeting dates.
12. A student athlete's eligibility may be negatively impacted if enrolled in a class held outside the academic calendar.

Registration & Scheduling

1. No special registration periods will be created.
2. No refunds will be given for students who drop a class after the 20th class day (long semesters), 6th class day (summer). Calculations are based on the University's standard academic calendar.
3. There is no special refund schedule for compressed format classes.
4. Scheduling of the non-conforming class is subject to review by the Office of the Registrar.
5. Approval is granted on a case-by-case basis each semester, and does not set precedent nor permissions that automatically transfer across additional sections or semesters to do the same.
6. Non-standard class meetings should be restricted to a self-contained population, such as an Option III program or a particular population going through a specific course sequence, such as a cohort.
7. When requesting a GPC for a compressed-format or non-formula-funded class prior to the preference period, class must be scheduled 5pm or later. Departments must wait until the preference change period to request available GPCs for compressed format or non-formula-funded classes scheduled for prime class hours (8am-5pm, MWF, TTH).
8. The only mandatory activity allowed for formula-funded classes on official University final exam days is final exams. Classes will not be scheduled in conflict with University final exam days. Mandatory class meetings, events, and exams cannot be held on official University no-class days nor holidays for formula-funded classes, including Sundays. No formula-funded class-related activity, including exams, is permitted on official University 'dead' days (the two no-class days prior to official University final exam days in long semesters).
9. Non-conforming classes must be scheduled to meet for the required amount of instructional time and be in compliance with institutional and state rules for class time per credit hour. (State rules as set in [Texas Administrative Code, TITLE 19, PART 1, CHAPTER 4, SUBCHAPTER A, RULE §4.6.](#))
10. The Office of the Registrar follows the University's Faculty Council "Principles for the Development of the Academic Calendar" as a resource when reviewing non-conforming classes.
11. Scheduling MW, WF, and MF classes according to TTH standard timelines reduces the number of classes that can be offered across the University. This also leaves unused pockets of time in the classroom and on student schedules.
12. Compressed timelines are not supported in summer due to its compressed calendar and separate sessions.
13. [See table on page 1](#) to determine semester in which to offer a non-conforming class.

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Academic Unit Required Actions

Health, Safety, and Student Services Issues

1. Department must ensure students sign up for University-wide emergency text alerts for health and safety reasons.
2. Department takes responsibility for ensuring student is aware of how this class may negatively impact health benefits and access to student services.

Student Benefit-Related Issues

1. Department takes responsibility for identifying and ensuring student is aware of how this class may negatively impact scholarships, grants, financial aid, visa status, health benefits, academic standing, enrollment, veteran certifications, and athletic eligibility.
2. Department takes responsibility for ensuring student is aware of how this class relates to official University policies, procedures, and deadlines.
3. In long semesters, students with F1 foreign visas must be reported by 12th class day to be considered full-time or they can lose their F1 visa status and may be deported. For international students, department must confirm with the International Office that student will not be negatively impacted.
4. Department will have to enter grade changes manually for each individual student utilizing the online grade change system for classes ending after a semester. Department must submit grades to our office based upon class meeting time as published in the Course Schedule timeline for classes ending early in the semester.
5. Department must assign a grade to students completing the class according to the class timeline without exception.
6. Department must not allow extensions on class assignments beyond the end of the class, unless supported by other University policies.
7. Department must not add students to nor withdraw students from non-conforming classes that have already ended.
8. Department must award an F, or failing grade, to students failing to complete a class. Failure to complete the class would result in a grade of F unless an unusual circumstance had arisen and it would be appropriate to give a grade of X or I.
9. Department takes responsibility for ensuring student athlete is aware of how this class may negatively impact student athletic eligibility if enrolled in a class held outside the academic calendar.

Your Role in Offering & Enrolling Students in Classes

1. Program Coordinators or academic unit take responsibility for student compliance with registration and payment deadlines. Students must follow standard registration and payment requirements.
2. Department may be required in certain situations to register students manually and/or submit additional paperwork if students are unable or fail to self-register. A student may require departmental assistance to register if maximum hour limits are exceeded. All students must be registered for the class by 12th class day (4th in summer), as there will be no special registration periods available.
3. Department must make class available in the online Course Schedule by the time registration opens to students.
4. The Dean's office agrees to take into consideration whether or not the class has ended prior to approving an add or drop from a class or change in registration status. Requests to drop a class must be made in writing. Students who do not complete a class must be awarded a failing grade.
5. Department may be required to modify or reinstate a student's registration to ensure that all academic components of the program are appropriately recorded on the student's academic record.
6. Department must manage conflicts that arise for students registering for more than one shortened class sharing the same timeline within the same semester or in conflicting summer sessions. Department must remove the timeline from conflicting sections ('2nd half') after the Course Schedule is published, as they prepare for registration to open in order to avoid day/time conflicts in a student's registration for these classes. Department must replace the timeline back into the Course Schedule after registration.
7. Department must schedule summer sections in the summer session that most closely conforms to the academic calendar, according to class meets dates even if this causes a registration conflict. Department must submit Time Conflict Override forms for each student to resolve these registration conflicts.

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8. Department must schedule efficiently and maximize University resources as much as possible. For instance, if offering compressed-format classes that are half the length of a term, these must be scheduled in pairs (i.e., a '1st half' and a '2nd half') if offering more than one.
9. Department must not schedule classes with class meeting dates straddling multiple summer sessions (begin and end across the middle of summer sessions).
10. [See table on page 1](#) to determine semester in which to offer a non-conforming class.
11. Department must create and completely schedule class prior to the end of Chair Proof phase to allow ample time for review before allowing students to register.
12. Department must provide all mandatory dates via the Course Schedule prior to the end of Chair Proof phase. This includes mandatory events, class meetings, and exams. First and last class meeting day are required.
13. Department must report specific location(s) if any portion is taught off-campus.
14. No GPCs may be scheduled to prevent negative impact to classroom usage.
15. Course schedulers must coordinate and communicate with Program Coordinators and/or faculty offering the class throughout the course scheduling process to ensure accuracy of the Course Schedule.
16. Coordinate, identify and communicate all course relations and home department in the scheduling request to the Office of the Registrar. This includes cross-departmental programs.
17. If the class is cancelled due to zero enrollment after the University census date, department must submit a CSU form to reinstate the class and have students enroll before the 20th class day (8th in summer).
18. If scheduling in spring during the Maymester timeframe, obtain and confirm approval as a Maymester course prior to end of Chair Proof phase from the Study Abroad office. If scheduling in summer as a Faculty-led study abroad class, obtain and confirm approval as a Faculty-led course prior to end of Chair Proof phase from the Study Abroad office.
19. Academic units offering non-conforming classes must be in compliance with institutional and state rules for class time per credit hour (state rules set in [Texas Administrative Code, TITLE 19, PART 1, CHAPTER 4, SUBCHAPTER A, RULE §4.6](#)) as well as follow the University's Faculty Council "Principles for the Development of the Academic Calendar."
20. Communicate with and include the Office of the Registrar as a stakeholder when developing new programs that do not conform to the University's academic calendar before program approval is finalized.
21. Mandatory exam conflicts may arise due to non-standard meeting dates and times. Department causing the conflict due to use of a non-standard timeline must offer an alternative or makeup exam time when conflicts arise for students.
22. Report final exams per normal Office of the Registrar procedures and timeline if held on University final exam days.
23. Schedule final exams according to the University's final exam dates for the semester or summer session in which the class is scheduled.
24. Ensure the only mandatory formula-funded class activity on official University final exam days is final exams. Ensure formula-funded class meetings, mandatory events, and exams do not occur on official University no-class days, including Sundays and holidays. Do not schedule formula-funded class-related activities, including exams, on official University 'dead' days (the two no-class days prior to official University final exam days in long semesters).