

Institutional Academic Calendar Dates and Deadlines

Internal Policy 01.02

PURPOSE: The purpose of the Texas Tech University Health Sciences Center (TTUHSC) Office of the Registrar Policy to establish academic calendar guidelines to meet institutional needs for system setup and Financial Aid awarding.

REVIEW: This policy will be reviewed on March 1 every year by the Registrar, with recommendation for revisions forwarded to the Office of Student Financial Aid, Student Business Services, and Classroom Support. Approved revisions will be sent to the Assistant Provost for Student Affairs and the Executive Student Affairs Workgroup by April 15 for final review and approval.

POLICY/PROCEDURE:

Overview.

The intention of this policy is to maintain best practices in creating the Institutional Academic Calendar dates for each School. This policy will allow for deadlines to be established for School calendars to assist in the accuracy of the Banner system setup to meet the needs of the Registrar's Office, Financial Aid Office, Student Business Services, and Classroom Support.

2. Institutional Policy.

- a. Texas Tech University Health Sciences Center (TTUHSC) operates on the semester system with the academic year (AY) divided into summer, fall, and spring terms. The Financial Aid Office operates under a summer header.
- b. Both fall and spring semesters are generally 14-21 weeks long. Terms may have parts of term with durations other than 14-21 weeks.
- c. Per Department of Education regulations, fall and spring semesters must be at least 30 weeks but no more than 42 weeks.
- d. A minimum of five days between semesters is expected in order for the Registrar's Office to process end of term procedures and for the Financial Aid Office to process Satisfactory Academic Progress (SAP).
- e. Terms, and courses within a specific program may not overlap.
- f. This HSC OP will align to meet the requirements of HSC OP 56.05.

3. General Rules and Regulations.

- a. The next AY's institutional deadline dates will be provided to each School no later than June 15 of the year preceding that AY. (e.g. 2022/2023 academic year will be provided for review by June 15, 2021)
- b. All Schools will have until July 31 of the preceding year to submit final review of all dates. (e.g. 2022/2023 dates will be finalized to the Registrar's Office no later than July 31, 2021).
- c. All Schools will provide dates for scheduled breaks that fall outside of institutionally set dates. This is imperative for financial aid purposes.
- d. All calculated class days are Monday through Friday for all Schools
- e. The Registrar's Office will have dates entered into the Banner system by December 1 of the year preceding the next AY.



- f. No changes may be made to an academic calendar after December 1 prior to the following AY in order to meet
- course and section building deadlines (see HSC OP 56.05),
 - Clearinghouse enrollment reporting schedule setup deadlines, and
 - financial aid awarding and disbursement schedules

A request for an exception to this must be submitted by the School Dean to the Registrar who will review the change with the Office of Student Financial Aid, Student Business Services and Classroom Support.