**COLLEGE OF ARCHITECTURE AND PLANNING CALENDAR 2015-16**

**July 1 (Wed)**  
**HR:** Fall Lecturer Hire Requests

**July 3 (Fri)**  
Independence Day Observation – Campus Closed, No Classes

**July 13 (Mon)**  
**RTP:** Department Chairs Give Candidates Preparation Documents  
(Strategies for Success, RTP Policy, Department Criteria, Dossier Preparation Requirements)

**July 31 (Fri)**  
GTA Decisions: for Fall 2015

**August 1 (Sat)**  
**Visiting Scholars:** Spring 2016 applications due

**August 3 (Mon)**  
**Class Schedule:** Spring 2016 deadline to Patty McKissock

**August 5 (Wed)**  
**RTP:** Primary Unit Evaluation Committees identified/approved/agreement to serve

**August 7 (Fri)**  
**Visiting Scholars:** Spring 2016 department approvals

**August 14 (Fri)**  
CAP New Student Orientations

**August 16 (Sun)**  
Last day to drop all classes via UCDAccess and receive a refund of the $200 advance payment

**August 17 (Mon)**  
Fall Classes Begin  
First day faculty/staff may register with a tuition waiver  
Last day to petition for resident tuition status

**August 20 (Thurs)**  
Block Party

**August 23 (Sun)**  
Last day to waitlist classes using UCDAccess

**August 24 (Mon)**  
Last day to drop a class without a $100 drop charge

**August 24 (Mon)**  
Lecturer/Adjunct Faculty Meet & Greet Lunch (12:00-1:00pm)

**Week of August 24**  
**RTP:** Dean meets w/Primary Unit Evaluation Committees & Dean’s Advisory Committee

**August 25-Sept 2**  
Students need instructor approval to add a class via UCDAccess

**September 1 (Tues)**  
**Catalog:** New Courses/Revisions for 2016-17 to Patty McKissock

**September 1 (Tues)**  
**RTP:** External Reviewers agree to evaluate, External Reviewer Packages Completed

**September 2 (Wed)**  
**RTP:** External Reviewer Packages Sent

**September 2 (Wed)**  
Census Date  
Last day to:  
Add full term classes using UCDAccess with instructor approval via permission number  
Drop full term classes with a financial adjustment  
Request No Credit or Pass/Fail grade for a class  
Apply for Fall graduation via UCDAccess. After this date contact your advisor.

**September 4 (Fri)**  
Tuition and Fees Due Date

**September 7 (Mon)**  
Labor Day Holiday - Campus Closed, No Classes

**September 11 (Fri)**  
College Faculty and Staff Meeting (12:00-2:00pm)
September 14 (Mon) Clinton Family Fund Annual Lecture (5:30-7:00pm)

September 15 (Tues) RTP: Dossiers due by 5:00pm to Betsy Metzger

September 16 (Wed) Hometown Colorado Kick-Off Event (3:30-5:00pm)

September 20-23 (Sun-Wed) Planning Accreditation Site Visit

Sept 30-Oct 2 (Wed-Fri) APA Colorado 2015 Annual Conference – Sheraton Steamboat Springs Resort

October 4 (Sun) CARTA Inaugural Symposium

October 11-14 (Sun-Wed) Landscape Architecture Accreditation Site Visit

October 15-17 (Thurs-Sat) AIA Colorado Practice & Design Conference 2015 – Keystone Resort & Conference Ctr

October 16 (Fri) RTP: External Letters Due

Week of October 19 RTP: Primary Unit Evaluation Committees (PUEC) convene, begin review

October 23 (Fri) College Faculty and Staff Meeting (12:00-2:00pm)

October 29 (Thurs) Art by Architects, AIA Colorado Exhibit Opening Reception

October 30 (Fri) Outstanding Graduate Names: for Fall 2015 MURP/MLA/MARCH

October 30? (Fri) Sabbatical/Post-Tenure Review/Non-Tenure Track Faculty Reports to Provost's Office

November 2 (Mon) Sabbatical Requests: due to Department Chair

November 2 (Mon) Lecture Series: Kristina Hill (tentative)

November 6-9 (Fri-Mon) ASLA Annual Meeting 2015 – Chicago

November 12-14 (Thurs-Sat) ACSA Administrators Conference 2015 – San Juan, Puerto Rico

November 16 (Mon) RTP: PUEC Letters Due – noon
PUEC Letters delivered to candidates – afternoon
Dean's Advisory Committee begins reviewing dossiers - afternoon

November 23 (Mon) RTP: Deadline for candidate to add material to dossier in response to Primary Unit letter, if desired

Nov 23-25 & 27 (M-W & F) Fall Break (Students) – Campus Open, No Classes

November 26 (Thurs) Thanksgiving Break (Staff and Faculty) – Campus Closed

December 1 (Tues) Class Schedule: Summer 2016 deadline to Patty McKissock

December 1 (Tues) RTP: Deadline for PUEC to respond to candidate’s additional material, if necessary

December 1 (Tues) HR: Spring Lecturer Hire Requests

Nov 30-Dec 4 (Mon-Fri) Jury Week

December 7-12 (Mon-Sat) Finals Week

December 11 (Fri) College Faculty and Staff Meeting (12:00-2:00pm)

December 11 (Fri) GTA Decisions: for Spring 2016
December 11 (Fri)  RTP: Dean’s Advisory Committee letters due – noon
                                            Dean’s Advisory Committee letters delivered to candidates
                                            If Dean’s Advisory Committee disagrees with PUEC, DAC letter sent to PUEC

December 12 (Sat)  Commencement Ceremony (Convention Center) and College Reception (2nd Floor)

December 18 (Fri)  RTP: Deadline for candidate to add material to dossier in response to DAC letter, if desired

December 18 (Fri)  Catalog: 2016-17 Catalog Text to Betsy Metzger

Dec 25- Jan 1 (Fri-Fri) Winter Break – Campus Closed

2016

January 3-17 (Sun-Sun) Winterim

January 4 (Mon)  Class Schedule: Fall 2016 deadline to Patty McKissock

January 4 (Mon)  RTP: If Dean’s Advisory Committee disagrees with PUEC, deadline for PUEC response

January 15 (Fri)  RTP: Dossiers due to Provost’s Office

January 18 (Mon)  Martin Luther King, Jr. Holiday - Campus Open, No Classes

January 19 (Tues)  Spring Classes Begin

February 15 (Mon)  Faculty Excellence: Nomination Names due to Dean’s Office

February 29 (Mon)  Sabbatical Requests: due to Dean’s Office

February 29 (Mon)  Faculty Excellence: Dossiers due to Dean’s Office

March 7? (Mon)  Sabbatical Requests: due to Provost’s Office

March 14? (Mon)  Faculty Excellence: Nominations due to Provost’s Office

March 17-19 (Thurs-Sat)  ACSA Annual Meeting 2016 – Seattle, WA

March 21-27 (Mon-Sun)  Spring Break – Campus Open, No Classes

March 23-26 (Wed-Sat)  CELA 2016 Annual Conference – Utah State University, Salt Lake City, UT

March 28? (Mon)  Distinguished Professor Nominations due to Provost's Office

April 1 (Fri)  Study Abroad: 2016-2017 Program Approvals

April 1 (Fri)  Visiting Scholars: Fall 2016 applications due

April 2-5 (Sat-Tues)  APA National Conference 2016 – Phoenix, AZ

April 4 (Mon)  Master of Architecture Spring 2016 Outstanding Graduate named

April 8 (Fri)  Scholarships: 2016-2017 CAP Decisions

April 15 (Fri)  HR: Summer Lecture Hire Requests

May 2-6 (Mon-Fri)  Jury Week

May 6 (Fri)  Student Awards Luncheon
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<td>Commencement Ceremony (Auraria Field) and College Reception (2nd Floor)</td>
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<td>May 30 (Mon)</td>
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