

# UCA ACADEMIC TIMETABLE 2024-2025

To aid in planning for faculty, the following deadlines for selected administrative tasks have been established.

If a due date falls on a weekend or holiday, the due date becomes the next business day.

ADMINISTRATIVE TASK / INFO (See also <a href="#">Academic Calendar</a> and <a href="#">Student Course Experience Survey Schedule</a> )	DEADLINE	OTHER INFORMATION
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<b>Vector Solutions Training for Faculty/Staff/Student Employees Must Be Completed Within the First 90 Days of Employment</b>		
<b>Non-Attendance Report</b>	8/29/2024	Due by noon.
<b>Promotion and/or Tenure Application</b>		Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Committee	9/1/2024	Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Chair	10/1/2024	
College Committee	10/15/2024	
Dean	12/1/2024	
Provost	1/15/2025	
<b>Promotion of Lecturers/Clinical Instructors/Laboratory Instructors</b>		Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Committee	9/1/2024	
Department Chair	10/1/2024	
Dean	12/1/2024	
Provost	1/15/2025	
<b>Registration Schedule Spring 2025 Due to Registrar</b>	9/12/2024	
<b>Registration Schedule Spring 2025 Viewable in Self-Service</b>	9/13/2024	
<b>URC Faculty Research Proposals for Fall</b>		See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
Department Chair	9/10/2024	
College Research Committee	9/17/2024	
Dean	10/1/2024	
Graduate Dean	10/8/2024	
URC	10/22/2024	
<b>Sabbatical Leave Applications for Summer/Fall 2025 and Spring 2026</b>		See <a href="#">Sabbatical Leave Guidelines</a> .
Department Chair	9/20/2024	
Dean	9/27/2024	
Graduate Dean	10/4/2024	
Provost	11/8/2024	
<b>Progress Reporting Opens via Navigate</b>	9/20/2024	
<b>Faculty Development Grant Proposals</b>	9/30/2024	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Annual Reports</b>		
Dean	10/1/2024	
Provost	11/1/2024	

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<b>Distinguished Faculty Emeritus Nomination</b>		
Department Chair	10/1/2024	
Dean	10/8/2024	
Provost	10/15/2024	
<b>Progress Reporting Closes</b>	9/30/2024	
<b>Textbook Order Submission (Spring)</b>	10/13/2024	See note below <sup>1</sup> .
<b>Spring 2025 Advance Registration</b>	10/30/2024 through 11/12/2024	
<b>Academic Grade Appeal Deadline (Spring/Summer 2024)</b>	10/14/2024	Contact <a href="#">Registrar</a> (501) 450-5200 for more information.
<b>Honorary Doctorate Nominations</b>		
Provost	10/31/2024	
<b>Phased Retirement Applications for Tenured Faculty</b>		Refer to <a href="#">Board Policy 528</a> for additional information.
Department Chair	11/1/2024	
Provost Decision	12/15/2024	
<b>Faculty Development Grant Proposals</b>	11/15/2024	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Winter Commencement</b>		
Graduate	12/13/2024	
Undergraduate	12/14/2024	
<b>Fall Final Grade Reports Due to Registrar</b>	12/16/2024	Due by noon.
<b>2025 Summer Stipend Proposals</b>		
Department Chair	9/10/2024	
College Committee	9/17/2024	
Dean	10/1/2024	
Graduate Dean	10/8/2024	
URC	10/22/2024	
<b>Winter Intersession Final Grade Reports Due to Registrar</b>	1/7/2025	Due by noon.
<b>Faculty Performance Forms for 2025 Calendar Year</b>		
Department Chair	1/15/2025	
Dean	3/1/2025	

<sup>1</sup> Textbook orders for spring 2024 must be submitted to the bookstore no later than this date in accordance with Arkansas Code Annotated § 6-60-601. Those submitting after this date must submit a [Late Book Order](#) form. NOTE: The bookstore will notify campus through e-mail of its deadline for book orders prior to November 1.

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<b>Faculty Planning Forms, 2025 Calendar Year</b>		
Department Chair	1/15/2025	
Dean	3/1/2025	
<b>Non -Attendance Report</b>	1/16/2025	Due by noon.
<b>URC Faculty Research Proposals for Spring</b>		See <a href="http://uca.edu/urc/">uca.edu/urc/</a> .
Department	1/28/2025	
College Research Committee	2/4/2025	
Dean	2/18/2025	
Graduate Dean	2/25/2025	
URC	3/11/2025	
<b>Faculty Development Grant proposals</b>	1/31/2025	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Mid-Tenure Review</b>		Refer to Chapter 3 of the current <a href="#">Faculty Handbook</a> for additional information.
Department Chair	2/1/2025	
DTPC to Department Chair	3/1/2025	
Dean	4/1/2025	
Candidate	5/1/2025	
<b>Registration Schedule Changes Summer &amp; Fall 2025 Due to Registrar</b>	2/13/2025	
<b>Registration Schedule Summer &amp; Fall 2025 Viewable in Self-Service</b>	2/14/2025	
<b>Progress Reporting Opens via Navigate</b>	2/7/2025	
<b>Progress Reporting Closes</b>	2/17/2025	
<b>Phased Retirement Applications for Non-Tenure-Track Faculty</b>		Refer to <a href="#">Board Policy 528</a> for additional information.
Department Chair	3/1/2025	
Provost Decision	4/15/2025	
<b>Textbook Order Submission (Summer/Fall)</b>	3/12/2025	See note below. <sup>2</sup>
<b>Academic Grade Appeal Deadline (Fall 2024)</b>	3/10/2025	Contact <a href="#">Registrar</a> (501) 450-5200 for more information.
<b>Faculty Development Grant Proposals</b>	3/14/2025	Contact <a href="#">CETAL</a> (450-5240) for more information.
<b>Summer/Fall 2025 Advance Registration</b>	4/2/2025 through 4/15/2025	
<b>Faculty Development Grant Proposals (summer grants that cross fiscal years)</b>	4/15/2025	Contact <a href="#">CETAL</a> (450-5240) for more information.

<sup>2</sup> Textbook orders for summer and fall 2025 must be submitted to the bookstore no later than this date in accordance with Arkansas Code Annotated § 6-60-601. Those submitting after this date must submit a [Late Book Order](#) form. NOTE: The bookstore will notify campus through e-mail of its deadline for book orders prior to April 1.

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<b>Spring Commencement</b>  Graduate  Undergraduate	5/1/2025  5/2/2025	
<b>Spring Final Grade Reports Due to Registrar</b>	5/6/2025	Due by noon.
<b>May Intersession Final Grade Reports Due to Registrar</b>	6/3/2025	Due by noon.
<b>First 5-Week Summer Session Final Grade Reports Due to Registrar</b>	7/8/2025	Due by noon.
<b>Graduate Summer Commencement</b>	8/9/2025	
<b>Second 5-Week/10-Week/13-Week Final Grade Reports Due to Registrar</b>	8/12/2025	Due by noon.