Important Dates and Information for Fall Semester 2010

Verification of Class Rosters

In order to help the university to reduce the number of requests by students to add classes late into the semester, faculty members should verify that the name of each student attending and participating in a class appears on the class roster. An effective way to verify a class roster is not to accept assignments or examinations from students whose names do not appear on the official class roster, which can be accessed by faculty through Banner ASAP. Students who are attending a class but whose names do not appear on the roster should be notified so that they can rectify the problem. Note that the names of students who are auditing courses do not appear on class rosters.

Too often faculty members attempt to assign a course grade to a student who has attended and participated in a class the entire semester, but whose name is not on the final grade roster. The verification of class rosters by faculty members should eliminate this problem.

Since students are dropped from classes at the end of the 20th class day for nonpayment, faculty members should review their official class rosters in ASAP at least once after this date.

Short Notice Class Cancellations by Faculty Members

Occasionally, because of unforeseen circumstances, a faculty member may find it necessary to cancel a meeting of one of his or her classes on a short notice. During the university’s normal business hours (M thru F 8:00 a.m. - 5:00 p.m.), the faculty member can notify his or her academic department about a short notice class cancellation, and the department will send someone to the classroom to place a notice on the door or otherwise inform the students of the class cancellation. Outside of the university’s normal business hours, the faculty member can notify the UTSA Police Department by telephone at 458-4242 about any short notice class cancellations. The UTSA Police Department will dispatch an officer to the classroom to notify the students. This outside of the normal business hours notification procedure will prevent our evening and weekend students from having to wait unnecessarily when a faculty member finds that he or she will not be able to meet a class as planned.

Student Study Days

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes to be scheduled, review sessions to be held, or for any other class related activities, other than office hours. For Fall Semester 2010, the Student Study Days are Monday, December 6th and Tuesday, December 7th.
Drop Dates

Recall that a student who drops an individual course after Census Date and on or before the Drop Date (Automatic “W” Date) will automatically receive a grade of “W” in the course. Also the Drop Date is the last date that a student is permitted to drop an individual course. For Fall Semester 2010, according to a new university policy, the Drop Date for undergraduates is Wednesday, December 1, 2010, and the Drop Date for graduate students is Thursday, October 28, 2010.

Midterm Grades

Faculty members are required to report midterm grades for all freshmen, and for all other undergraduates whose course performance at the time midterm grades are submitted is at the level of a grade of “D” or “F.” Midterm grades will be due Friday, October 8th at 2:00 p.m.

Final Examinations

The time and place of final examinations for organized courses are given in the University's Final Examination Schedule. The schedule is to be followed as announced, with final examinations given on the dates and at the times when they are scheduled and in the places where they are scheduled. For Fall Semester 2010, the Final Examination Period is Wednesday, December 8th to Tuesday, December 14th.

***** ALL classes are expected to meet during the assigned final examination time, whether a final exam is to be given or not. This is necessary to ensure that we provide sufficient contact hours in each class to satisfy accreditation standards and expectations.*****

Final Grade Reports

The final grade report for each course is due 48 hours after the final examination is given, and no later than Friday, December 17th at 2:00 p.m.