The University of Texas at Austin
University Extension

How to Build a Customized Timeline for Completing Your Self-Paced Course

Remember that these due dates are flexible! If you're unable to meet any of your due dates, remember that you can rethink your schedule and even purchase a course extension, if you need more time.

Questions? Email Dr. Mike Raney at mike.raney@austin.utexas.edu.

1

Set your course completion date.
When do you want/need the course grade on a UT transcript? _____
It is always a good idea to consult with your academic advisor when considering these questions and choosing your dates. For example: Is this your last semester? Do you need this course to graduate? Are you taking this course as a prerequisite for another course?

2

Determine your target final exam date.
⚠ Plan to take your final two weeks before you need the credit on a UT transcript.
_____

3

Establish your target mid-term exam date, if applicable.
If your course has a mid-term, divide the time remaining until your final exam date in half. This is when you should plan to take the mid-term exam.
_____

4

Divide the weeks until your target final exam date by the number of modules in your course:
_____ This will tell you how many weeks you have to complete each module.

5

Review the number and type of assignments in each module, set individual due dates, and get started on your coursework!
Computer-graded assignments are graded immediately, while instructor-graded assignments can take up to 3 business days for you to receive a grade and feedback.

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