

Title: Academic Calendar Policy
Category: Academic Affairs
Responsible Cabinet Member: Provost

Purpose

Establishes clear authority for the approval of academic calendars and the governance of their creation, modification or deviation, ensuring the University maintains consistent and educationally sound scheduling practices. It assigns implementation responsibility to the University Registrar, including the annual submission of multi-year structural, final and tentative calendars to support effective academic planning across the University and its colleges.

Scope

The President, or a delegate of the President, shall have authority to approve academic calendars and the adoption of policies that govern their creation, modification or deviation from approved calendars.

The University Registrar is responsible for implementing these policies. Prior to the start of the University's fall semester each year, the Registrar shall submit to the Provost a five-year structural calendar for the University, as well as final calendars (covering at least one year in advance) and tentative calendars (covering three years in advance) for the University and for colleges that maintain special calendars (see below).

Definitions:

- **Structural Calendar:** The Office of the University Registrar shall create a five-year structural calendar that includes first class day, last class day, prep days, reading days, final exams, commencement, academic holidays, hours of instruction, total minutes of instruction and final grades due date. The five-year structural calendar can be found on the Office of the University Registrar website.
- **Academic Calendar:** Developed utilizing dates from the structural calendar to establish first and last class days, final exams and commencement. Once the comprehensive calendar is built, the University Registrar will coordinate with campus stakeholders on dates and deadlines in the academic calendar.
- **Special Calendars:** Due to unique scheduling requirements of professional programs, special academic calendars may be adopted for the affected colleges. Each college shall prepare calendars that conform to the University calendar as closely as possible and submit them to the University Registrar to be presented to the Provost for review and approval. A list of approved special calendars can be found on the Office of the University Registrar website.
- **Academic Holidays:** "Academic Holiday" means that neither classes nor mandatory class activities are held, including any assignments being due. Official University holidays are established by the President in Human Resources Policies and Procedures #83.

Organization of Academic Year: The academic year shall consist of a Fall Semester and a Spring Semester, each running for 17 weeks (15 instructional weeks + 1 week for breaks + 1 week for final examinations), a twelve-week Summer Session, and a three-week Winter Intersession.

Timing of Terms: All terms shall begin on a Monday and end on a Friday. For fall term, the first day of classes shall not precede the start of nine (9)-month faculty contracts on August 15. If the Monday that would normally serve as the start date falls prior to August 15, the term shall instead begin at least one (1) day after August 15.

Academic Holidays: Academic holidays, including Fall Break, Thanksgiving Break, Spring Break and other designated academic holidays, shall be established and published annually in the official Academic Calendar.

Deviation from Approved Calendars: An adopted calendar can only be changed with approval of the President, or a delegate of the President, with the following exceptions:

- Any date which appears on an academic calendar that is not determined by a college/department must be submitted through the University Registrar for approval by the President, or a delegate of the President.
- Dates which appear on an academic calendar that are not covered by regulation or policy and are determined by a college/department may be changed if the department responsible and the University Registrar mutually agree.
- The President of the University may select one day each semester and one day in the summer session to use as a Presidential Convocation.