

## Academic Affairs

### Administrative Policy – Development, Maintenance and Publication of Academic Calendars

#### I. Introduction

This document sets forth the Academic Affairs administrative policy for the development and publication of academic calendars and the periodic review of the university's academic calendar characteristics.

#### II. Academic Calendar Characteristics<sup>1</sup>

Official university calendars must have the following characteristics:

Characteristics specific to Fall and Spring terms	
1	Fourteen (14) weeks of class
2	Seventy (70) class days
3	Six (6) no-class days (not necessarily contiguous)
4	Same number of weekdays of class
5	Classes start on Monday. In certain academic years, Martin Luther King Day may fall on the first day of classes; when that occurs, classes will begin on Tuesday
6	Because of (3), (4) and (5), classes always end on Monday
7	One (1) weekday reading day
8	Six (6) Exam Days (Start on Wednesday and end on Wednesday the next week)

Characteristics specific to Fall term	
9	Labor Day: University closed
10	October two-day break – no classes, university is open
11	Three-day Thanksgiving break – no classes, university closes at 2 p.m. the Wednesday prior to Thanksgiving
12	<b>Winter Break: 3 weeks plus 2 days</b> (Because of (6), (7) and (8), Tuesday is a reading day, final exams are always W, Th, F and M, T, W)

Characteristics specific to Spring term	
13	Martin Luther King Jr. Day: No classes
14	Spring Break: Follows the 8 <sup>th</sup> week of class – no classes, university open
<b>Spring-Summer transition</b>	
15	Approximately seven (7) days between the last spring final exam and the start of summer classes
16	Approximately four (4) days between commencement and start of summer classes

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<sup>1</sup> Regardless of the term, a credit hour of instruction conforms with Federal and New York State regulations. Each term requires at least 15 hours (50 minutes each) of instruction and 30 hours of supplementary assignments over the course of the term.

Characteristics specific to Summer term	
17	Twelve (12) weeks of class
18	One (1) weekday reading day
19	Three (3) Exam Days
20	Memorial Day: University closed
21	4th of July observance: University closed
Summer-Fall transition	
22	Six (6) days between the last day of summer exams and new student move-in

### III. Academic calendar development responsibility

The Registrar's Office is responsible for developing the university's academic calendars and for sharing them with the academic community.

### IV. Academic calendar publication

Through the Registrar's Office, the university will maintain a rolling slate (the *calendar slate*) of six consecutive academic calendar years, including the calendar for the current academic year. By the beginning of the spring term each year, the Registrar's Office will share with the community a new calendar to be appended to the calendar slate. The new calendar will be added to the calendar slate after the end of the current year's summer term and before the start of fall term activities.

### V. Academic calendar characteristics periodic review.

At the discretion of the provost, but no less frequently than every five years, the provost will appoint and charge a committee with the responsibility to review the Academic Calendar Characteristics and recommend changes, if necessary. The committee will be responsible for reporting the outcome of their deliberations to the provost and the university's governance groups in the form of recommendations, even if the recommendation is to change nothing. The review process, which includes governance group vetting, must be completed before the December holiday break. The first review process would be completed before the December holiday break in 2020.

Responsible Office: The Registrar's Office and the Office of the Provost and Senior Vice President for Academic Affairs

Effective Date: Academic Year 2017-2018

Policy History

Approved February 15, 2017

Revised April 11, 2018 – expanding the exam period to six days