AA-16: ACADEMIC CALENDARS

Issued: 2/10/2025
Revised:
Reviewed:
Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: This policy provides guidelines for the set-up and administration of academic calendars.

II. DEFINITIONS:
Drop Without Record Date – The date by which students can drop a class without record.
Drop With Record Date – The date by which students can withdraw from a class and receive a grade of W.
Term – Institution's academic calendar and/or length of classes. A term could be a semester, trimester, quarter, or a year-long offering.
Session – Otherwise called a "part of term," a session is a shorter schedule within a term in which courses can be offered on an accelerated basis.
Block – A session within a session, allowing courses to be offered on an even more accelerated basis.
Dynamic Dating – A scheduling option within PeopleSoft that allows block or otherwise accelerated courses shorter than an established session to have their own dates for drops, withdrawals, refunds, etc. determined as a percentage of the larger session to which the accelerated course is assigned.

III. GENERAL POLICY GUIDELINES
1. There shall be a single, institutional academic calendar per term (Fall, Spring, Summer).
2. All non-clinical programs following a traditional schedule shall be required to follow the institutional term dates.
3. Clinical programs and/or those programs offering off-calendar or accelerated sessions and/or courses should endeavor to stay within the overall term start and end dates as much as possible. Justification will be required by the registrar's office for sessions and/or courses that begin or end outside of the institutional start/end dates to ensure compliance with federal regulations.
4. Programs utilizing block schedules and/or course dates outside of term/session dates must use dynamic dating to calculate all drop, withdrawal, refund, etc. dates for that course.
5. All academic calendars are to be centrally published on the registrar's website and shall not be published elsewhere.
6. Enrollment actions shall follow the deadlines as published on the appropriate academic calendar or as calculated by dynamic dating for each course in which a student is enrolled unless an official appeal is filed and approved by the student's dean.

IV. PROCEDURES

1. The registrar will provide each school with the institutional term calendars for an upcoming academic year at least 18 months prior to the start of the fall term.

2. Schools must return their calendars based on the guidelines above by the date prescribed by the registrar's office.

3. The Academic Council shall be the final arbiter for any disputes regarding calendars diverging from the Institutional Term Calendar.

4. The registrar's office will populate the student information system with all required dates for each term and session.

5. Dynamic dates are to be provided at the time of course scheduling to allow for the building of dynamic date rules by the registrar's office

V. REFERENCES

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