

Academic Calendar Preparation Policy

The annual academic calendar for the University shall be drafted by the University Educational Policies Committee, and forwarded to the Provost/Vice President for Academic Affairs for adoption.

Each fall the UEPC shall prepare a draft of the calendar for the next academic year and tentative calendars for the ensuing two years. The committee shall consult with representatives of the Associated Students and of the support staff. UEPC shall forward its recommended calendars to the Provost/Vice President for Academic Affairs no later than November 15.

Academic calendars shall adhere to CSU guidelines and, where possible, local University custom (see Procedures and Principles).

Procedures and Principles

I. CSU and other Agency Requirements

- A. 145-149 instructional and 170-180 academic workdays (normally Monday through Friday, although Saturday may be an academic workday) shall be scheduled. At least one academic workday in June shall be scheduled. Academic workdays include instructional days, advising and examination days, grade reporting days, Commencement, etc.
- B. The following holidays must be taken on the days they occur (or on Friday if the actual holiday occurs on Saturday; on Monday if the actual holiday occurs on a Sunday): the first Monday in September (Labor Day), Thanksgiving, December 25, January 1, and the third Monday in January (Martin Luther King Jr.'s Birthday), and March 31 (Cesar Chavez Day). The following holidays may be observed on the actual day designed or they may, at the discretion of the President of the University, be rescheduled to other days: September 4 (Admission Day), the second Monday in October (Columbus Day), November 11 (Veteran's Day), February 12 (Lincoln's Birthday), the third Monday in February (President's Day), and the last Monday in May (Memorial Day).

II. Local Tradition, Normally to be Observed

- A. Fall and Spring semesters should have approximately the same number of instructional days. Winter term should have at least 20 instructional days.
 - B. Fall and Spring semesters should each be preceded by at least two academic workdays for advising and followed by five days for final examinations and at least one grade reporting day. The grade reporting day will be at least three week days after the last day of finals. Winter term should be followed by at least two examination days and three weekdays for grade reporting.
 - C. Instruction should commence when practical after Labor Day but no earlier than the beginning of the last week in August. Instruction should conclude when practical before Memorial Day but no later than the end of the first week in June.
 - D. Within Fall semester or within Spring semester the number of instructional Mondays, Tuesdays, Wednesdays, and Thursdays shall be as nearly equal as possible.
 - E. Warrior Day is usually the second Friday in May and a half day academic holiday.
7. The Friday following Thanksgiving should be an academic holiday. The break between Fall term and winter term shall normally include at least two weeks of academic holidays. Between winter term and spring term there normally should be at least two academic holidays. During spring term there normally should be a one-week holiday.

8. There be at least five days off (excluding Saturdays and Sundays) between the last day for reporting Winter Term grades and the first day of Spring classes, unless there are compelling reasons for designating fewer days. **(1/AS/88/EPC) Approved April 28, 1988, amended May 15, 1996 by (8/AS/96/UEPC), amended March 3, 1998 by (2/AS/98/SEC), amended April 12, 2001 by (4/AS/01/UEPC), amended May 30, 2005 (13/AS/05/UEPC)**