

California State University, Stanislaus

**14/AS/19/UEPC
Academic Calendar Policy**

A. POLICY

This policy defines and provides procedures for establishing the academic calendar for the University. Academic calendars shall adhere to CSU guidelines and, where possible, local University custom.

B. PROCEDURES AND APPROVAL PROCESS

1. Each fall, the University Educational Policies Committee (UEPC) shall prepare a draft of the calendar for the next academic year and calendars for the ensuing two years.
2. Prior to UEPC recommendation, the draft calendars shall be communicated to the campus community for commentary.
3. No later than November 15, UEPC shall forward its recommended calendars to the Provost/Vice President for Academic Affairs for adoption.

C. REQUIREMENTS AND CUSTOMS

1. 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. Academic workdays include instructional days, advising and examination days, grade reporting days, Commencement, etc.
 - b. The following holidays shall 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), November 11 (Veteran's Day), the fourth Thursday in November (Thanksgiving), December 25, January 1, the third Monday in January (Martin Luther King, Jr's Birthday), March 31 (Cesar Chavez Day), and June 19 (Juneteenth).
 - c. The following holidays shall 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), February 12 (Lincoln's Birthday), the third Monday in February (President's Day), and the last Monday in May (Memorial Day).
 - d. Classes shall meet university requirements for class duration, and faculty shall adhere to scheduling parameters and class scheduling options when planning the schedule of classes and in delivering instruction. Midterm examinations shall be administered only during the regular course meeting times. (Take-home and make-up exams are exempt from this rule.) Final examinations shall be administered only during the designated scheduled final examinations days.

- e. Activities which require students to devote significant and specified time outside of the scheduled class period (for example, field trips) shall be clearly identified in the class schedule and the course syllabus. Whenever possible such activities shall occur at times when students would not be taking other classes (for example, on weekends).

2. Local University Customs

- a. The academic calendar shall consist of two 15-week semesters and a finals week. Fall and spring semesters shall have approximately the same number of instructional days. Within fall semester and within spring semester the number of instructional Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays shall be as nearly equal as possible.
- b. Fall and spring semesters shall 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 shall be at least three week days after the last day of finals.
- c. Fall and spring instruction shall commence when practical on the earliest permissible start date as stated in the annual CSU Coded Memorandum regarding Academic Pay Period Certification and Enrollment Planning and Reporting Calendars. Fifteen (non-academic) weekdays between the fall and spring term shall normally be available for a non state-supported intersession. Spring instruction shall conclude when practical before Memorial Day but no later than the end of the first week in June.
- d. A "Reading Day" shall be scheduled, when practical, between the last day of instruction and the first day of final exams, unless final exams begin on a Monday. Faculty will not require student participation in any course- or academic program-related activities on designated Reading Days, as these days are expressly set aside for student preparation for final exams.
- e. Warrior Day shall normally occur on the second Friday in May and shall be a half-day academic holiday.
- f. The Friday following Thanksgiving shall be an academic holiday.
- g. During spring term there shall be a one-week holiday – spring break. Best efforts shall be made to align spring break to coincide with Turlock Unified School District's spring break.

1/AS/88/EPC Approved April 28, 1988; amended May 15, 1996 by 8/AS/96/UEPC; amended March 19, 1998 by 2/AS/98/SEC; amended April 12, 2001 by 4/AS/01/UEPC; amended May 30, 2005 by 13/AS/05/UEPC; amended April 22, 2010 by 11/AS/10/UEPC; amended October 11, 2012 by 14/AS/12/UEPC; amended October 10, 2013 by 40/AS/13/UEPC

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