

Academic Calendar Guidelines - Day

• University Holidays and Closures

- University Holidays: The following holidays will be reflected on the calendar, along with the notation “UNIVERSITY CLOSED”:
 - Labor Day
 - Columbus/Indigenous Peoples’ Day
 - Veterans Day
 - Thanksgiving Day
 - Martin Luther King, Jr., Day
 - President’s Day
 - Patriot’s Day

• Academic Year Guidelines Appearing in the Academic Calendar

- **Term Lengths**
 - Fall and Spring semesters
 - The fall and spring semesters combined will include no fewer than 155 instructional days and no more than 160.
 - In addition to class days, the following are considered instructional days:
 - President’s Address
 - New Student Advising
 - Undergraduate Research and Creative Writing Process Conference
 - Reading Day
 - Finals
 - Commencement
- **Semester Start and End Timing**
 - The end of the Fall semester and the start of the following Spring semester will allow for a minimum of 3 weeks for a winter term.
 - The end of the Spring semester and the start of the following Fall semester will allow for a minimum of 15 weeks for a summer term.
 - The first day of the Fall semester shall not be before September 1 and must be following Development Day and the President’s Address.
 - The first day of the Spring semester shall be the Tuesday following Martin Luther King, Jr. Day unless Spring finals would extend beyond Memorial Day, in which case the first day of the Spring semester will be the Monday prior to Martin Luther King, Jr. Day.
- **Schedule Adjustment**
 - Fall and Spring Semester Add Period
 - The add period for the Fall and Spring semesters for online registration shall be the first five class days of the semester.

- The add period for the Fall and Spring semesters with instructor approval required shall be the second five class days of the semester.
- **Fall and Spring Semester Drop Period**
 - The drop period for the Fall and Spring semesters shall be the first ten class days of the semester.
- **Withdrawal Period**
 - **Fall Semester**
 - The withdrawal period for the Fall semester shall begin on the 11th class day of the Fall semester and end on the Friday of Spring registration.
 - **Spring Semester**
 - The withdrawal period for the Spring semester shall begin on the 11th class day of the Spring semester and end on the Friday of Fall registration.
- **Advising and Registration**
 - Advising in the Fall semester for Spring registration shall begin on the Monday of the 8th week of the Fall semester for a duration of 15 class days.
 - Advising in the Spring semester for Fall registration shall begin on the Monday following Spring Break for a duration of 15 class days.
 - Registration in the Fall semester for Spring schedules shall begin on the first class day following the Fall semester advising period.
 - Registration in the Spring semester for Fall schedules shall begin on the first class day following the Spring semester advising period.
 - Final day to request a Satisfactory/Unsatisfactory (S/U) grade is the last day of registration for the current semester.
- **Grades/Final Exams**
 - Fall semester Deficiency Grades are requested the Friday prior to Fall semester advising.
 - Spring semester Deficiency Grades are due the Friday prior to Spring Break.
 - In the Fall and Spring semesters, Final Exam week will begin with Reading Day the first day following the last day of classes, followed by a five-day exam period. A snow day will be noted for the weekday immediately following the last day of finals during the Fall semester.
 - For the Fall and Spring semesters, final grades are requested from the last day of finals.
- **Breaks**
 - The Wednesday prior to Thanksgiving Day shall be the first day of Thanksgiving Break. No classes will be held on that Wednesday and Friday but the university will remain open. The University is closed Thanksgiving Day.
 - Spring break shall occur in the calendar week that contains the second Tuesday in March. There will be no classes but the university will remain open.
- **University-Wide Events and Ceremonies**
 - The President's Opening Day Address shall be the first weekday following September Faculty and Librarian Development Day / Department meetings day in the Fall semester, unless the first September weekday falls on Labor Day. In that case, the President's Opening Day Address will be the first weekday immediately following September Faculty and Librarian Development Day.

- Faculty and Librarian Development Day shall be the first weekday in September, unless the first September weekday falls on Labor Day. In that case, Faculty & Librarian Development Day will be the first weekday immediately following Labor Day.
- Department Meetings in the Fall semester shall be the same day as September Faculty and Librarian Development Day.
- CTL Professional Development will be the 3rd Tuesday of each month during the Fall and Spring semesters.
- The Undergraduate Research Conference shall be the third Thursday of April.
- The Commencement ceremony shall occur on the Saturday following the last day of the Spring final exam period.

• Residential Life

- Dates relative to Residential Life such as move-in and move-out are determined by Student Affairs in collaboration with Capital Planning and Maintenance and University Police. This information is informational only and not required to go through AUC for changes.

• Graduation (Registrar's verification of student completion of all degree requirements)

- The graduation date for the Fall semester shall occur on December 24.
- The graduation date for the Spring semester shall occur on the last day of finals.
- The graduation date for the Summer semester shall occur on August 31.

• Decision-Making and Notes

- The Day Academic Calendar is created and maintained by the Registrar.
- All of the above guidelines, with the exception of Residential Life decisions, are subject to modification by proposal through AUC.
- Necessary isolated date modifications, with the exception of those made by Residential Life related to move-in and move-out dates, can be made by proposal through AUC.