

ATTACHMENT 7

University Calendar Committee Policies and Procedures

Changes approved by Faculty Senate October 14, 2003

Changes approved by Faculty Senate April 12, 2005

Changes approved by Faculty Senate April 8, 2008, to take effect Fall 2010 Semester

Changes approved by KBOR June 25, 2009, and June 24, 2010

*Changes to accommodate KBOR meeting schedule June 2013

~~**Changes to accommodate KBOR March meeting schedules March 8, 2016~~

1. The University Calendar Committee shall consist of the University Registrar (nonvoting) as chairperson, three representatives of Faculty Senate appointed by the Faculty Senate President, and two students appointed by the President of the Student Body.
2. The University Calendar Committee shall maintain effective communication with the university community throughout its deliberations to ensure sufficient input into the consideration process.
3. The University Calendar Committee shall make recommendations to the Faculty Senate Executive Committee not later than September 15*. Faculty Senate shall then consider such recommendations for approval.
4. The President of Faculty Senate shall forward the recommendations of the Faculty Senate to the Provost for approval, copied to the President of the Student Body and the University Registrar, not later than November 15*.
5. The Provost shall then send the calendar to the Board of Regents for final approval, whereupon it shall be distributed to the university community in a timely fashion by the University Registrar.
6. This process is applicable for calendar year 2005-2006 and thereafter. The current set of calendars, approved and on file with the Kansas Board of Regents, was revised in June 2002 and extends through academic year 2006-2007. While the Board of Regents is open, at any time, to modifications of previously submitted calendars, standard practice is for each Regents' institution to submit a single set of calendar projections once every three years.
7. The following are the general operating guidelines that will be used in developing the Academic Calendar:
 - a) Per Kansas Board of Regents Calendar Policy: "The Academic Calendar . . . shall provide for an academic year minimally consisting of two sixteen week semesters totaling no fewer than 146 instructional days plus five final exam days each semester;"
 - b) Fall semester begins in August on a Monday, 10 days following the last class day (i.e., a Friday) of the Summer Semester;
 - c) Labor Day, the first Monday in September, is a University holiday;

- d) The traditional Thanksgiving Day (i.e., the fourth Thursday in November), and the Friday immediately following Thanksgiving Day are University holidays. The Monday through Wednesday immediately prior to Thanksgiving Day are Student holidays;
- e) The Fall Semester commencement exercises are on the last class day, a Friday, and also the Saturday immediately following;
- f) There are five final exam days in the Fall Semester beginning on the Monday following the last class day (i.e., the Friday prior), and concluding on the following Friday of the same week;
- g) The Fall Semester ends prior to the traditional Christmas Day holiday and the Spring Semester begins in January on the Tuesday immediately following the Martin Luther King, Jr. holiday, which is the third Monday in January, and is a University holiday;
- h) Spring break, a Student holiday, is five week days, beginning on the ~~third Monday in March~~ Monday of the 9th week of the Spring Semester and concluding on the following Friday of the same week; **
- i) There are five final exam days in the Spring Semester beginning on the Monday following the last class day (i.e., the Friday prior), and concluding on the following Friday of the same week;
- j) The Spring Semester commencement exercises are on the last day of the final exam period, a Friday, and also the Saturday immediately following; and
- k) The first day of the Summer Semester is either 10 or 11 days (contingent upon when the Memorial Day holiday [a University holiday] occurs on the calendar) following the last day of final exams (a Friday) for the Spring Semester.

~~**The University Calendar Committee should, when preparing future academic calendar years for approval by Faculty Senate, contact the KBOR for their upcoming meeting dates. If the upcoming meeting dates for KBOR conflict with the Spring Break, that we (UCC) set based on our (Faculty Senate) policy (i.e., starting the 3rd Monday in March), then we (UCC) should move our Spring Break dates to the week prior to the KBOR meeting and footnote the same on the Proposed Academic Calendar document.~~

~~(motion approved by UCC at March 8, 2016 meeting)~~