

TITLE: Academic Calendar Committee

AUTHOR: Chief Academic Officer

APPROVAL DATE: May 13, 2015

EFFECTIVE DATE: May 13, 2015

PURPOSE: To provide a definition of the role of the Academic Calendar Committee

REVIEWER AND REVIEW DATE: Chief Academic Officer
Spring 2025 and every five years thereafter

OPERATING DETAILS:

1. The Academic Calendar Committee is chaired by the Registrar or designee. The Committee includes one faculty member from each College/School, and a representative from each of the following areas: Student Success Center, Library, Student Government Association, Financial Aid, University Accounting, Admissions, Institutional Research, Student Life, and Development and Alumni. One member of the committee must be a department chair.
2. The Academic Calendar Committee meets in the early fall at the call of the Chief Academic Officer.
3. The function of the committee is to plan the academic calendar for the following year or multi-year period, taking into consideration the length of the school year, holidays, study days before examinations, and the length of the final examination period.
4. The recommendation of the Academic Calendar Committee is forwarded to the Chief Academic Officer who presents the proposed calendar to Academic Council. The recommendations from Academic Council are forwarded to the Administrative Council and finally to the President for approval.