

## ATTACHMENT 5

### University Calendar Committee

#### Policies and Procedures

Approved by Faculty Senate October 14, 2003

Amended by Faculty Senate April 12, 2005

1. The University Calendar Committee shall consist of the University Registrar (non-voting) 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 insure sufficient input into the consideration process.
3. The University Calendar Committee shall make recommendations to the Faculty Senate Executive Committee not later than February 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 May 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 five years.
7. The following are the general operating guidelines that will be used in developing the Academic Calendar:
  - 1) Fall semester begins in August on a Monday, 10 days following the last class day (i.e., a Friday) of the Summer Semester;
  - 2) Labor Day, the first Monday in September, is a University holiday;
  - 3) The first Monday in October is designated as Fall Break, and is a student holiday;
  - 4) The traditional Thanksgiving Day (i.e., the fourth Thursday in November) is a university holiday. The Wednesday immediately prior to Thanksgiving is a student holiday. The Friday immediately following Thanksgiving is a University holiday.
  - 5) The fall semester is 75 class days in length (to include 14 Mondays, 16 Tuesdays, 15 Wednesdays, 15 Thursdays, and 15 Fridays), and the last day of classes is a Friday;

- 6) The fall semester commencement exercises are on the last class day, a Friday and the Saturday immediately following;
- 7) 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;
- 8) The fall semester ends prior to the traditional Christmas Day holiday and the spring semester begins in January on the Thursday immediately prior to the Martin Luther King, Jr. holiday, which is the third Monday in January;
- 9) The Martin Luther King, Jr. holiday is the third Monday in January and is a University holiday;
- 10) Spring break, a student holiday, is five week days, beginning on the third Monday in March and concluding on the following Friday of the same week;
- 11) The spring semester is 76 class days in length (to include 14 Mondays, 15 Tuesdays, 15 Wednesdays, 16 Thursdays, and 16 Fridays), and the last day of classes is a Friday;
- 12) 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;
- 13) The spring semester commencement exercises are on the last day of the final exam period, a Friday and the Saturday immediately following; and
- 14) The first day of the summer semester is either 10 or 11 days (contingent upon where the Memorial Day holiday [a university holiday] falls on the calendar) following the last day of final exams (a Friday) for the spring semester.