

ATTACHMENT 6

University Calendar Committee Policies and Procedures

Approved by Faculty Senate October 14, 2003

Amended by Faculty Senate April 12, 2005

Amended by Faculty Senate mm/dd, 2008 to take effect Fall 2010 Semester

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 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 *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 150 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 Thursday immediately prior to 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 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*.