

**Academic Calendar  
ACA-63**

**ACTION:** Amend

<p><b>Current policy</b> <i>Unchanged text = black; minor changes and updates = blue; proposed substantive changes = red</i></p>	<p><b>Policy as amended</b></p>	<p><b>Comments</b></p>
<p><b>About This Policy</b> Effective date: 04-29-1976 Last updated: 04-27-1982 Responsible University Office: University Faculty Council Responsible University Administrator: <a href="#">University Faculty Council</a> Policy Contact: <a href="mailto:ufcoff@indiana.edu">ufcoff@indiana.edu</a></p> <p><b>Policy Statement</b> Calendars on all campuses of the University are to be constructed according to these guidelines: 1. In order that students may transfer from one to another campus of Indiana University without loss of time in the pursuit of their educational goals, the beginning and ending dates for semesters and major summer sessions will be approximately the same on all campuses to minimize overlap between two sessions at the various campuses. 2. The usual 3-credit lecture class shall meet for a minimum of approximately 2,000 minutes, excluding the final examination period. 3. A standard semester shall contain at least 15 weeks of instruction, including final examinations.</p>	<p><b>About This Policy</b> Effective date: 04-29-1976 Last updated: 04-23-2019 Responsible University Office: University Faculty Council Responsible University Administrators: <a href="#">President of the university</a> Policy Contact: <a href="#">Director of Faculty Council Office, ufcoff@indiana.edu</a></p> <p><b>Scope</b> <a href="#">All Indiana University campuses.</a></p> <p><b>Policy Statement</b></p> <p><a href="#">A. Pursuant to a resolution of the Board of Trustees on December 5, 2013, primary responsibility for developing a common academic calendar for all campuses rests with the President, who may delegate this task to other officials or a committee.</a></p> <p><a href="#">B. The President or the President’s designee shall consult with the University Faculty Council about the development of or changes to the common calendar.</a></p> <p><a href="#">C. Except as necessary to adhere to the common academic calendar, responsibility for determining class schedules, sessions within semesters, exam schedules, registration dates, semester hours,</a></p>	<p><i>Overview: In 2013, the Trustees requested that the President develop a common calendar, which has been done through 2031, which took away the UFC authority to do so. These amendments clarify that the retain authority to manage calendars at the campus and unit level within the general boundaries of the common calendar and put the policy into template form.</i></p> <p><i>Template calls for a Scope section.</i></p> <p><i>¶¶ A-B paraphrase the Trustees’ resolution</i></p> <p><i>New ¶ C, consistent with current practices.</i></p>

4. A campus calendar committee, with the approval of its respective faculty, will determine the number and arrangement of days needed for student orientation, counseling, registration, and final examinations.

5. Thanksgiving Recess, consisting of at least Thanksgiving Day and the following Friday, will be observed on each campus.

6. Following the ending of classes, an appropriate number of days may be reserved each semester for final examinations. At no time should the examination period for the first semester end later than December 23.

8. The University's Founders Day ceremony will be observed on the third Wednesday of April. [NOTE: Current practice is that the date of Founders Day is set by the President's Office and that it usually is observed in March. (Administrative Practice)]

9. The University Commencement Committee will coordinate the dates for commencement ceremonies so that the President and other key officials will be able to attend these ceremonies on each campus.

10. Independence Day and Martin Luther King, Jr. Day are to be recognized as recess days on each campus. (See the Indiana University Board of Trustees' Resolution regarding Martin Luther King, Jr. Day.)

11. In order to facilitate the coordination of calendars within the Indiana University system, the calendar committee for a specific campus will inform and consult with the University Calendar Committee and obtain its approval for any exceptions to these guidelines, prior to recommending a calendar to its Faculty Council (or equivalent approving body).

free weeks/reading periods, breaks, and similar matters related to the curriculum rests with the campus faculty governance organizations and individual academic units.

#### **Reason for Policy**

A common calendar is important so that students and faculty may smoothly transition from one campus to another. At the same time, individual campuses may have different constraints on the scheduling of classes and events such as spring breaks, and units may have conflicting obligations imposed on them by accrediting bodies or other educational reasons, that require flexibility within the general boundaries of the common calendar.

#### **Procedure**

A. The President shall see that a common academic calendar is created, in consultation with the University Faculty Council.

B. The common calendar shall be maintained a minimum of ten years in advance to allow time for each campus to coordinate its calendar and schedules with it.

C. The faculty governance organization on each campus shall determine how to manage the calendar for that campus and what authority to delegate to individual academic units. It may delegate the task to the Provost/Chancellor or may create a faculty calendar committee.

*New section. Template calls for a paragraph stating the reason for the policy.*

*Template calls for a Procedure section*

*The existing common calendar goes through 2031.*

History: University Faculty Council, April 29, 1976, and April 27, 1982.

**History**

Enacted by the University Faculty Council, April 29, 1976.

Amended by the University Faculty Council, April 27, 1982.

Partially nullified by a resolution of the Board of Trustees, Dec. 5, 2013.

Amended by the University Faculty Council, April 23, 2019.

*Template calls for a History section.*

## FULL TEXT OF POLICY AS AMENDED

### **About This Policy**

Effective date: 04-29-1976

Last updated: 04-23-2019

Responsible University Office: University Faculty Council

Responsible University Administrators: President of the university

Policy Contact: Director of Faculty Council Office, [ufcoff@indiana.edu](mailto:ufcoff@indiana.edu)

### **Scope**

All Indiana University campuses.

### **Policy Statement**

A. Pursuant to a resolution of the Board of Trustees on December 5, 2013, primary responsibility for developing a common academic calendar for all campuses rests with the President, who may delegate this task to other officials or a committee.

B. The President or the President's designee shall consult with the University Faculty Council about the development of or changes to the common calendar.

C. Except as necessary to adhere to the common academic calendar, responsibility for determining class schedules, sessions within semesters, exam schedules, registration dates, semester hours, free weeks/reading periods, breaks, and similar matters related to the curriculum rests with the campuses and individual academic units.

### **Reason for Policy**

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