Memorandum to Presidents

Date: April 1, 1980
From: Office of the Vice Chancellor for Academic Programs, Policy and Planning
Subject: Guidelines for the Development of the Campus Instructional Calendar

Attached are the Guidelines for the Development of the Campus Instructional Calendar, as revised by the Council of Presidents on February 20, 1980.

These revised guidelines shall be effective for the academic year beginning September, 1980.

James E. Perdue

Attachment

This memorandum addressed to:
Presidents, State-operated Campuses

Copies for information only sent to:
Deans, Statutory Colleges
Presidents, Community Colleges
President Neville
Vice President Cook
GUIDELINES FOR DEVELOPMENT OF THE CAMPUS INSTRUCTIONAL CALENDAR

The following guidelines should be observed in the development of campus instructional calendars. While discussions continue concerning the desirability of establishing a uniform University-wide calendar, such a rigid plan could seriously inhibit the flexibility required for the creation of imaginative and responsive academic programs. Thus the guidelines are not addressed to the issue of uniformity, nor do they attempt to prescribe specific numbers of days or hours of instruction, other than to support items in the Commissioner's Regulations. Course requirements have been described by the Regents and by normative academic practice. Rather, these guidelines specify common procedure in several areas, specifically length of instructional year, observance of holidays, and utilization of campus facilities.

These guidelines are intended to apply to normative campus-based situations of regular instruction.

Each campus should give careful attention to the relation between calendar and the number of hours of weekly obligation of faculty and students, and should take into consideration in calendar development the effect of the holiday guideline upon the total period of instruction.

1. The instructional year shall include a minimum of 30 weeks instruction, inclusive of periods for examinations. If the conventional semester plan is followed, no single semester shall consist of fewer than 14 weeks instruction, with a total of 30 weeks instruction for two semesters, inclusive of periods of examination. Other patterns may be developed subject to approval of the Chancellor.

2. On those religious holy days which are not otherwise designated by Trustee policies when members of a faith typically observe the expectation of their faith and wish to be absent from school or work, campuses will avoid the scheduling of such events as registration, the first day of classes, or student convocations, and individual students will be excused from class without penalty.

3. In developing the instructional calendar, attention should be given to the possibility of closing all college offices and not scheduling classes on those days observed by the State as holidays which fall on a Monday or Friday.

4. Attention shall be given to optimal utilization of campus facilities, with special consideration given to the summer period(s) of instruction.

As revised at Meeting of Council of Presidents
February 20, 1980