

POLICY NAME:	201.02: Calendar: Instruction
EFFECTIVE:	03-24-05
SUPERSEDES:	201.02 issued 03-26-98; 12-08-94
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	Policy 305.01

1. Institutional calendars may be developed on the local level provided the following minimum requirements are met, and provided that the proposed calendars are submitted to and approved by the Chancellor.
2. The academic year (fall and spring semesters) instructional calendar shall include 175 days. The summer term shall include 54 days. An institution granted an exception under Policy 201.01 must meet comparable requirements to the semester system as defined by the Chancellor.
3. The fall and spring semesters shall each contain a minimum of 78 instructional days. A minimum of three examination days per semester (fall and spring) may be counted as instructional days. The summer term shall include a minimum of 50 instructional days. A minimum of two examination days may be counted as instructional days.
4. The scholastic year (fall, spring, and summer) shall include: 175 duty days, 156 of which must be instructional days for the academic year (fall and spring semesters); 54 duty days, 50 of which must be instructional days for the summer term; or 229 duty days, 206 of which must be instructional days for the academic year and summer term.
5. At least one registration day is required per term for fall and spring semesters and one registration day for summer term. The calendar shall include a minimum of two and a maximum of five drop/add days per term for fall and spring semesters and a maximum of two days for the summer term. Orientation or initial class sessions may be held on registration day, but these days may not be counted as instructional days.
6. The remaining (noninstructional) days shall be used for registration, final examinations, professional development, and faculty workdays.
7. The fall semester must begin in August and end in December. Spring semester must begin in January and end in May.
8. The fall semester will include two days and the spring semester will include three days for statewide professional development. A minimum of two local professional development days are required for the year.
9. Days that the institution is officially open are duty days for all full-time noninstructional personnel.