



## Guidelines in Setting up Academic Terms

## Restrictions

Instructional day – Monday through Friday during regular terms when class meetings are scheduled on a regular basis

147 ± 2

Examination day – A day set aside for the exclusive purpose of administering final examinations

0 - 8

Registration day – A day during the academic year during which faculty are on duty for the purpose of advising, orientation, course enrollment, or similar.

Grades Due day – A day prior to or at the close of the term that is designated specifically for the purpose of turning in final grades

1-2 per semester

Evaluation day – A day set aside for the reading of examinations and papers and for submission of final grades

0-1 per semester

Commencement – A day set aside for graduation ceremonies; counted only if faculty participation is expected and normal

Maximum of 1

Other day – A day when faculty are on duty for such purposes as faculty and departmental conferences, committee meetings, faculty, development, or similar.

Academic Work Days – Total of all of the above.

170 - 180

<b>EVENT</b>	<b>TIMING</b>
Fall Add/Drop	Start Friday prior to Fall Conference
Fall Conference	Monday - Wednesday
First Day of Fall Semester	Thursday
Fall Semester	15 weeks plus two days (including holidays)
Fall Holidays	Labor Day (Monday), Veterans Day (varies), Thanksgiving (Thursday, Friday)
Fall Finals	Sunday - Saturday of 16th week
Fall Grading	Continues through 9 am Wednesday morning following finals week
Days between Terms	11 days (more or less, depending on the placement of December 24)
Spring Add/Drop	Start Tuesday prior to Spring Conference
Spring Conference	Wednesday - Friday
First day of Spring Semester	Monday (or Tuesday, depending on MLK Day)
Spring Semester	16 weeks (including holidays and breaks)
Spring Holidays	MLK Day (Monday), Spring Break (placed to overlap with Cesar Chavez Day)
Spring Finals	Saturday - Friday of 17th week (Friday evening finals rescheduled)
Commencement	Friday - Sunday (assuming current schedule)
Spring Grading	Continues through 9 am Wednesday morning following finals week
Days between Terms	3-4 days (depending on 4-10 schedule)
First Day of Summer	Monday (or Tuesday, depending on Memorial Day)
Summer Semester	11 weeks (including holidays)
Session I	10 week session beginning on Wednesday of 1st week
Session I Finals	Monday and Tuesday of 11th week
Session I Grades Due	9 am on Monday of 12th week
Session II	5 week session beginning on Wednesday of 1st week
Session II Finals	Monday and Tuesday of 6th week
Session II Grades Due	9 am on Monday of Monday of 7th week
Session III	5 week session beginning on Wednesday of 6th week
Session III Finals	Monday and Tuesday of 11th week
Session III Grades Due	9 am on Monday of 12th week
Days between Terms	4-5 days (depending on 4-10 schedule)