



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Academic Calendar Policy**

**VOLUME, SECTION & NUMBER:**

**1.1.1**

**ENTITIES AFFECTED:**

**Students**

**Faculty**

**Staff**

**Administration**

**ADMINISTRATIVE AUTHORITY:**

**Department of Academic & Student Affairs**

**Department of Finance & Business Affairs**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**September 27, 2023**

**REVISED FROM:**

**Previous Version of Policy**

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**POLICY STATEMENT:**

The Academic Calendar Policy replaces the semester adoption of academic calendars. In addition, the Department of Academic and Student Affairs will use the policy to collaboratively construct and publish academic calendars for at least two years in advance or more. These recommended updates to the academic policy will make the construction of the academic calendar routine, allowing for the publication of academic calendars at least two years in advance or more, and allow for long-term planning for the campus.

If Academic and Student Affairs must propose a calendar that deviates from these principles, then the calendar must be approved by Human Resources and Finance and Administration; otherwise, individual academic calendars will not need Senate, Human Resources, or Finance and Administration approval.

The annual academic calendar will be constructed in accordance with state law, the Kentucky Council on Postsecondary Education, and the principles of the Academic Calendar Policy.

## **DEFINITIONS:**

### **Academic Holidays**

Academic Holidays mean neither instruction and classes are held, nor are assignments made due, on the academic holiday. If an instructor has made an assignment due on an academic holiday, then it actually is not due until instruction and classes begin after the end of the academic holiday. Official University holidays shall be treated as academic holidays are Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Martin Luther King's birthday, Memorial Day, Independence Day, the December holiday period, and Election Day in presidential election years.

### **Academic Policy**

A policy where scope of enforcement primarily affects the faculty members alone.

### **Administrative Procedures**

Operational guidelines that apply institutional-wide and require approval only from University Counsel and the President.

### **Academic Year**

Academic year means a period of time that is at least thirty (30) weeks in length, counting periods of time (terms) that begin on the first day of classes (instruction) and end on the last day of classes (instruction) or examinations.

### **Instructional Days**

Instructional days mean any weekday, Monday through Friday, in which classes are in session.

### **Instructional Time**

Instructional time consists of scheduled class time spent in direct instruction, assessment, and evaluation where undergraduate or graduate students are expected to be actively engaged in a learning activity facilitated by the instructor on record. Instructional time does not include periods of orientation, counseling, homework, vacation, holidays, or other activity not related to class preparation or examination.

### **Instructional Week Time**

A week of instructional time for purposes of the definition of academic semester and academic year, a week of instructional time is any period of seven consecutive days in which at least one day of regularly scheduled instruction, examination, or (after the last day of classes) at least one scheduled day of examination occurs.

### **Interim Policy**

This is a provisional Policy issued when a University Policy is needed before the standard process can be completed. An Interim Policy must carry an expiration date and will be allowed to expire without additional action, be extended one more time for a specified period upon special permission from the President, or be replaced by a standard University Policy.

### **Semester**

Semester is a synonym for an academic term or period, either of the two usually eighteen (18) week periods of instruction into which an academic year is often divided at a college or university.

### **Semester Length**

An academic semester means a period of time that shall consist of no fewer than fifteen (15) calendar weeks and no more than eighteen (18) calendar weeks of instructional time. The inclusion of breaks or holiday within any particular semester shall be at the discretion of the institution so long as the institution is in compliance with the criteria for awarding semester credit hours.

### **Summer session**

Summer session means the period in the academic calendar between the spring and the fall semester.

### **University**

Kentucky State University

## **PROCEDURES:**

Academic Calendars will be constructed by the Division of Academic and Student Affairs based on the Academic Calendar Policy and published at least two years in advance or more.

### **Section 1. Organization of the Academic Year:**

The Academic Year shall consist of a Fall Semester and a Spring Semester, each lasting at least fifteen (15) instructional weeks and an eight (8) week Summer Session. The summer session is directly related to student needs and must adhere to a sustainable, feasible, and fiscally responsible business model.

All grades for each course shall be posted in the learning management system and submitted in WIRED/Banner or due in the Office of the Registrar three (3) days after the final examination is administered for the respective course. Any approved exceptions must submit final grades by the close of business Monday immediately following the final examination period.

### **Section 2. Fall Semester:**

The fall semester shall begin in time to permit completion prior to the official University closure for the December holiday break. The fall semester begins on the second Monday of August, termed week zero. Monday through Friday of week zero will be for opening conferences, academic workshops, division meetings, and faculty professional development days. In addition, the Office of Student Affairs may have student programmatic activities and events during week zero as published in their calendar.

2.1. The first day of instruction will begin on the third Monday of August. Therefore, the first week of instruction is termed week one (1).

2.2. Labor Day will be observed as an academic holiday. Therefore, instruction will resume the following day.

2.3. The mid-semester examination period will be held on week eight (8) of the instructional period, which generally coincides with the second week of October. Faculty are required to post mid-semester grades, including an accurate attendance record in both the learning management system and Banner, by the close of business on Friday of the mid-semester examination period.

2.4. The Monday and Tuesday that begin the ninth (9) week of the instruction period immediately following the mid-semester examination period are designated Fall Break. The fall break is an academic holiday. Therefore, instruction will resume on Wednesday immediately following fall break.

2.5. Election Day in presidential election years will be observed as an academic holiday. Therefore, instruction will resume on the following day.

2.6. The first day of November begins the academic planning and pre-registration period for the Spring Semester and Summer Session.

2.7. Veterans Day will be observed as an academic holiday. Therefore, instruction will resume on the following day.

2.8. The federal Thanksgiving holiday and the Friday immediately following are designed as the Thanksgiving Break, which is an academic holiday. Therefore, instruction will resume on Monday immediately following Thanksgiving Break.

2.9. The last day of instruction will be on Friday of the sixteenth (16) week for the instructional period. Faculty are required to post an accurate, up-to-date grade book and attendance record in the learning management system by the close of business on the last day of instruction preceding the final examination period.

2.10. The final examination period will begin on the Monday immediately following the last instruction day. The final examination period will run for four days, Monday through Thursday. Final examinations for weekend classes will be administered the weekend before this four-day period.

2.10.1. For seniors who applied to graduate at the end of the enrolled semester, the final examination period will begin on Monday of the last week of instruction and conclude on Friday, the last day of instruction. The graduating senior final grade for each course shall be due in the Office of the Registrar three (3) days after the final examination is administered for the respective senior's enrolled course.

2.11. Final grades for each course shall be posted in the learning management system and submitted in WIRED/Banner or due in the Office of the Registrar three (3) days after the final examination is administered for the respective course. Any approved exceptions must submit final grades by the close of business Monday immediately following the final examination period.

### Section 3. Spring Semester:

The spring semester shall begin in time to permit completion prior to the last Friday in May. The spring semester begins on the second Monday of January, termed week zero. Monday through Friday of week zero will be for opening conferences, workshops, division meetings, and faculty professional development days. In addition, the Division of Student Affairs and Engagement may have student programmatic activities and events during week zero as published in their calendar.

3.1. The first day of instruction will begin on the third Monday of January. Therefore, the first week of instruction is termed as week one (1).

3.2. Martin Luther King, Jr. Day will be observed as an academic holiday. Therefore, instruction will resume the following day.

3.3. Presidents' Day will be observed as an academic holiday. Therefore, instruction will resume the following day.

3.4. The mid-semester examination period will be held on week eight (8) of the instructional period, which generally coincides with the second week of March. Faculty are required to post mid-semester grades, including an accurate attendance record in both the learning management system and Banner, by the close of business on Friday of the mid-semester examination period.

3.5. The Monday through Friday that begins the ninth (9) week of instruction immediately following the mid-semester examination period is designated as Spring Break. Spring break is an academic holiday. Instruction will resume on Monday immediately following spring break.

3.6. The first day of April begins academic planning and pre-registration for the Summer Session and Fall Semester.

3.7. The last day of instruction for the semester will be on Friday of the seventh (17) week of the instructional period. Faculty are required to post an accurate, up-to-date grade book and attendance record in the learning management system by the close of business on the last day of instruction preceding the final examination period.

3.8. The final examination period will begin on the Monday immediately following the last instructional day. The final examination period will run for four days, Monday through Thursday. Final examinations for weekend classes will be administered the weekend before this four-day period.

3.8.1. For seniors who applied to graduate at the end of the enrolled semester, the final examinations period will begin on Monday of the last week of instruction and conclude on Friday, the last day of instruction. The graduating senior final grade for each course shall be due in the Office of the Registrar three (3) days after the final examination is administered for the respective senior's enrolled course.

3.9. Final grades for each course shall be posted in the learning management system and submitted in WIRED/Banner or due in the Office of the Registrar three (3) days after the final examination is administered for the respective course. Any approved exceptions must submit final grades by the close of business Monday following the final examination period.

3.10. Commencement ceremonies will be held on Friday immediately following Thursday in the final examination period.

#### Section 4. Summer Session:

The summer session shall begin in time to permit completion prior to the first Friday in August. The summer session begins on Tuesday immediately following Memorial Day, termed week zero. Tuesday through Friday of week zero will be for opening conferences, workshops, division meetings, and faculty professional development days. In addition, the Division of Student Affairs and Engagement may have student programmatic activities and events during week zero as published in their calendar.

4.1. Memorial Day will be observed as an academic holiday.

4.2. The first day of instruction will begin on the first Monday immediately following Memorial Day, generally the first Monday in the first week of June. Therefore, the first week of instruction is termed as week one (1).

4.3. Juneteenth will be observed as an academic holiday. Therefore, instruction will resume the following day.

4.4. The mid-semester examination period will be held on week four (4) of the instructional period, which generally coincides with the last week of June. Faculty are required to post mid-semester grades, including an accurate attendance record in both the learning management system and Banner, by the close of business on Friday of the mid-semester examination period.

4.5. Independence Day will be observed as an academic holiday. Therefore, instruction will resume the following day.

4.6. The first day of July begins academic planning and pre-registration for the Fall and Spring Semesters.

4.7. The last day of instruction for the session will be on the fourth Friday of July. Faculty are required to post an accurate, up-to-date grade book and attendance record in the learning management system by the close of business on the last day of instruction preceding the final examination period.

4.8. The final examination period will begin on the Monday immediately following the last instructional day. The final examination period will run for two days, Monday and Tuesday. Final examinations for weekend classes will be administered the weekend before this two-day period.

4.9. Final grades for each course shall be posted in the learning management system and submitted in WIRED/Banner or due in the Office of the Registrar three (3) days after the final examination is administered for the respective course. Any approved exceptions must submit final grades by the close of business Friday of the final examination period.

Section 5. Summary:

Academic Year	Fall Semester Begins	Spring Semester Begins	Summer Session Begins
2023 – 2024 W0 = Faculty return W1 = Classes begin	W0: 14-August-2023	W0: 8-January-2024	W0: 28-May-2024
	W1: 21-August-2023	W1: 15-January-2024	W1: 3-June-2024
2024 – 2025	W0: 12-August-2024	W0: 13-January-2025	W0: 27-May-2025
	W1: 19-August-2024	W1: 20-January-2025	W1: 2-June-2025
2025 – 2026	W0: 11-August-2025	W0: 12-January-2026	W0: 26-May-2026
	W1: 18-August-2025	W1: 19-January-2026	W1: 1-June-2026
2026 – 2027	W0: 10-August-2026	W0: 11-January-2027	W0: 1-June-2027
	W1: 17-August-2026	W1: 18-January-2027	W1: 7-June-2027
2027 – 2028	W0: 9-August-2027	W0: 10-January-2028	W0: 30-May-2028
	W1: 16-August-2027	W1: 17-January-2028	W1: 5-June-2028
2028 – 2029	W0: 14-August-2028	W0: 8-January-2029	W0: 29-May-2029
	W1: 21-August-2028	W1: 15-January-2029	W1: 4-June-2029

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