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Policy Name

4.4290 Academic Calendar Policy

Purpose and Scope

This policy identifies responsibility for the maintenance and update of the campus Academic Calendar, including annual review, revision, adoption, reporting, and publishing of Academic Calendar dates.

Title or Role	Definition and What They are Responsible For
Registrar & Provost Office	Maintains and enforces this policy. Responsible for the maintenance and update of the academic calendar, including annual review, adoption and revision of the three-year academic calendar, as well as reporting and publishing of academic calendar dates.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

This policy defines and provides procedures for establishing the academic calendar for the University. The University operates on the semester system with the academic year divided into fall and spring semesters with a summer term following spring and a winter term following fall.

An academic year includes 30 weeks of instructional time. Fall semesters include 14 to 16 instructional weeks, starting in August and ending in December. Spring semesters include 14 to 16 instructional weeks, starting in January and ending in May. The Summer term is 14 or 15 weeks long. Within each semester or term there are two 7- or 8-week subterms (or modules). Fall and Spring semesters may include a week of finals for undergraduate day students and as specified by graduate programs. Any week with at least one instructional day counts as an instructional week. A dedicated study day during a finals week with no other instructional activities permitted on that day counts as instructional day.

All instructional days must be completed by the last day of the published course semester, with the exception of clinical days for any medical program requiring licensure in which all students must participate in the instructional activity occurring after the last day of the published semester.

Graduation conferral dates are the last day of classes the Fall semester, Spring semester, and summer term. With the exception of the clinical instruction noted above, all instructional days for the graduating class must be completed by the graduation conferral day.

The last day to add/drop courses is seven calendar days after the start of the semester or a module, or the second day of a two-week summer intensive module.

Mid-term grades are due in the 8th week of each semester and three days before the last day to withdraw without academic penalty.

The last date to withdraw without academic penalty is the 60% point in each term (including mods or two-week summer intensive modules). The Registrar's Office will add such date to the Academic Calendar. The deadline for the submission of final grades is three business days after the last day of the semester or module.

Fall Semester

1. The fall semester and the first day of instruction begins on the fourth Monday of August.
2. A week-long fall recess will be observed during the fourth week of November for students and will not be instructional days. The Feast of Saint Francis and Thanksgiving holidays will also be built into the fall semester schedule for students, which may differ from the approved Human Resources holidays for faculty and staff.
3. Final exams must conclude by December 23.
4. Fall Mod 1 grades are due by the end of the third business day after the Mod concludes. Fall semester and Mod 2 grades are due by the end of the third business day after the end of the term.

Spring Semester

1. The spring semester and the first day of instruction begins in January on the Tuesday after Martin Luther King, Jr. Day.
2. A week-long recess during the spring semester will be observed and will not be instructional days. Unless moved due to Easter holidays, the week-long recess will be observed the seventh week of the semester. The Martin Luther King, Jr. Day and Easter holidays will also be built into the spring semester schedule for students, which may differ from the approved Human Resources holidays for faculty and staff.
3. Generally, the Commencement Ceremony will be held on the Saturday at the end of finals week.
4. Spring semester grades are due by the end of the third business day after the end of the term.

Winter Term

1. The winter intersession begins on the Monday following the last day of finals for the preceding fall semester (unless the Christmas holiday fall on Monday in which case it may be moved to the first non-holiday date).
2. The Christmas and New Year's holidays will also be built into the winter term schedule for students, which may differ from the approved Human Resources holidays for faculty and staff.
3. The winter intersession concludes on the third Friday of January.
4. Winter grades are due three business days after the end of the term.

Summer Semester

1. The summer semester begins on the Monday following the last day of finals for the preceding spring semester.
2. The Memorial Day, Juneteenth, and Independence Day holidays will also be built into the summer semester schedule for students, which may differ from the approved Human Resources holidays for faculty and staff.
3. The summer semester runs for 14 or 15 weeks; Modular courses run 3, 7, or 8 weeks.
4. Summer Mod 5, A, B, C, and D grades are due three business days after the end of the module. Summer Semester and Mod 6 grades are due three business days after the end of the term.

Procedure

Review and Adoption

The academic calendar is prepared three years in advance and is initiated by the Registrar's office using a template identifying an academic year of at least 30 weeks that combines the semester calendar (14 or 15 weeks) with the

modular calendar (three, seven or eight-week sessions). The template is designed with proper number of class days, designated start/end dates, withdrawal date, grade due dates, and commencements. Proposed academic calendars are first presented to the Provost's Office, Student Financial Services, and Athletics department for review. Reviewed academic calendars are then submitted to the Curriculum Committee for faculty feedback and the Senior Leadership Team for review and approval.

Publication and Dissemination

Upon approval, the academic calendar will post to the University's website as the official academic calendar for the upcoming academic year. Calendars will be published as they are finalized throughout the academic year.

Revisions

Certain dates in the Academic Calendar are established by the Provost's Office. Should the Provost's Office modify those dates, the Academic Calendar shall be modified to reflect the Provost's dates without further review or approval. Revisions that are necessary due to unforeseen circumstances shall be made in consultation with the Registrar, Provost Office, Curriculum Committee, Senior Leadership, Student Financial Services, and Athletics.

Definitions

Weeks of instructional time in an academic year - For a program offered in credit hours, the academic year must include at least 30 weeks of instructional time.

A week of instructional time - At least one day of regularly scheduled instruction or examinations occurs, or, after the last scheduled day of classes for a term or payment period, at least one scheduled day of study for examinations occurs.

OR

In a program offered using asynchronous coursework through distance education or correspondence courses, the school makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and

In a program using asynchronous coursework through distance education, the school expects enrolled students to perform educational activities demonstrating academic engagement during the week.

Standard term or nonstandard term academic calendar - a term is generally a period in which all classes are scheduled to begin and end within a set time frame, and academic progress is measured in credit hours.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form linked below and submitted to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

References

[Federal Student Aid Handbook](#)

Related Policies

N/A

Exhibits

[Policy and Procedure Exemption Form](#)

Document Review Log

Description of Changes	
5/14/2024	SLT Approved