

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
SENATE COMMITTEE ON EDUCATIONAL POLICY
(Final; Action)

EP.21.003 Policy Guidelines for Developing Academic Calendars to Replace the Current Synopsis of Policies Governing the Academic Calendar

BACKGROUND

The Senate Committee on Educational Policy (EP) is proposing Policy Guidelines for Developing Academic Calendars to replace the current Synopsis of Policies Governing the Academic Calendar. Changing from a Synopsis of Policies to Policy Guidelines does not change the approval process for the Policy Guidelines nor the approval process for each Academic Calendar. In both instances, the EP *Bylaws* Part D.8.a would be followed which currently states:

The Committee, with the assistance of the Clerk of the Senate, shall also be responsible for recommending to the Senate a calendar which defines the periods of instruction, examination, and vacation for the Urbana-Champaign campus. Each such calendar shall specify the beginning and ending dates of the academic year, the division between the first and second semesters, and the official University holidays. The Committee shall also be responsible for recommending to the Senate the synopsis of policies governing the calendar.

The current Synopsis of Policies does not include Winter Session established by the Senate on April 3, 2017 with approval of EP.17.58, Proposal to Establish a Formal Addition of Winter Session to the Illinois Academic Calendar Starting in 2017-2018 Academic Year. Subsequently, the Senate approved EP.17.90, Revision to Academic Calendars 2017-2018 through 2023-2024, which integrated Winter Session into the 2017-2018 through 2023-2024 Academic Calendars. EP.17.90 also established that each Winter Session will run at least 21 days, excluding holidays, regardless of the length of winter break and allowed Saturday exams in years with condensed time between Fall and Spring semesters to accommodate final grade submission and end-of-term processing. This proposal would incorporate these guidelines as part of the Policy Guidelines for Developing Academic Calendars. However, the proposed Policy Guidelines do not include allowing Saturday exams in years with condensed time between the Fall and Spring semester because the proposed Policy Guidelines would eliminate the condensed time between the Fall and Spring semesters.

The current Academic Calendar Policy does not allow for classes to begin before August 22. This creates a condensed winter break/session in some years which, as noted above, also creates a need for Saturday exams, shortened amount of time for grade submission and end-of-term processing, and fewer weekdays for Winter Session instruction.

The proposed Policy Guidelines would allow classes to start prior to August 22, but not before the August 16 contract year start date. Classes must also not begin prior to completion of graduate and teaching assistant training. In the current Synopsis of Policies, the beginning and ending of each semester and session is based on the week of Thanksgiving. The proposed Policy Guidelines use the August 16 contract start date as a base.

An example of an approved Academic Calendar (2023-2024) that would change with approval of the new Policy Guidelines is included in Appendix B. Approved Academic Calendars not included in Appendix B would not change under the new Policy Guidelines (see Senate website for approved Academic Calendars). Appendix B also includes two additional Academic Calendars (2028-2029 and 2029-2030) that have not yet been approved by the Senate with side-by-side comparison of dates based on the current Synopsis of Policies and the proposed Policy Guidelines.

RECOMMENDATION

The Senate Committee on Educational Policy recommends approval of the following Policy Guidelines for Developing Academic Calendars to replace the current Synopsis of Policies Governing the Academic Calendar (see Appendix A for the current Synopsis of Policies).

1 POLICY GUIDELINES FOR DEVELOPING ACADEMIC CALENDARS

2 The following Policy Guidelines shall be followed when developing Academic Calendars.
3 However, there may be some academic years when not all guidelines can practicably be
4 followed. In such years, the Academic Calendar proposed to the Senate shall include a brief
5 description of any guidelines that are not satisfied and why the guideline/s are unable to be
6 satisfied.

7

8 1. General Policies for Fall and Spring Semesters

- 9 1. There must be no fewer than thirty (30) weeks of instruction during the combined fall
10 and spring semesters. Neither the designated one-week break during each semester nor
11 the final exam period count towards this thirty-week minimum. (Department of
12 Education requirement for Title IV funding eligibility)
- 13 2. Classes and other mandatory instructional activities shall not be held during the
14 designated one-week break during each semester.
- 15 3. There should be as many unbroken weeks of instruction as possible to ensure a roughly
16 equal number of Mondays, Tuesdays, Wednesday, Thursdays, and Fridays in each
17 semester.

18 4. A Reading Day shall immediately precede the first day of Final Examinations as defined
19 in the *Student Code*.

20 5. There shall be eighteen (18) three-hour Final Examination periods scheduled, with three
21 periods each day Monday through Friday, and none on Saturday or Sunday.

22

23 **2. Fall Semester**

24 2.1 Classes shall begin after August 16 (start of the contract year). The Academic Calendar
25 must allow for graduate and teaching assistant training prior to the first day of the fall
26 semester.

27 2.2 Classes and other mandatory instructional activities shall not be held on Labor Day.

28 2.3 Fall break week shall be the week in which the Thanksgiving holiday occurs.

29

30 **3. Spring Semester**

31 1. Classes and other mandatory instructional activities shall not be held on Martin Luther
32 King Jr. Day.

33 2. Spring break week shall be scheduled by taking into consideration partial term courses
34 and associated deadlines.

35

36 **4. Winter Session**

37 1. Winter Session shall be offered between the fall and spring semesters.

38 2. Winter Session shall consist of a minimum of twenty-one (21) calendar days.

39 3. Classes and other mandatory instructional activities shall not be held on Christmas Day
40 or New Year's Day.

41 4. Instruction, including Final Examinations, shall end no later than the day prior to the first
42 day of spring instruction.

43

44 **5. General Policies for Summer Sessions**

45 1. Summer Session shall begin after Commencement.

46 2. Summer Sessions 1 and 2 combined shall not be less than twelve (12) weeks.

47

48 **6. Summer Session 1**

49 1. Classes and other mandatory instructional activities shall not be held on Memorial Day.

50 2. Final Examinations shall be held during the final meeting of the class or on the day
51 immediately following the final class meeting at the scheduled class meeting time.

52

53 **7. Summer Session 2**

54 1. Summer Session 2 shall begin no earlier than the Monday after the completion of
55 Summer Session 1.

56 2. Classes and other mandatory instructional activities shall not be held on Independence
57 Day or the day designated by the University to be observed as Independence Day.

58 3. A Reading Day shall immediately precede the first day of Final Examinations.

59 4. There shall be nine (9) 2-hour Final Examination periods with four periods on the last
60 day.

EDUCATIONAL POLICY
Linda Moorhouse, Chair
Jenny Amos
Justin Aronoff
Maria Bonn
Isaac Cann
Nicole DelMastro-Jeffery
Leah Demas
Eric Meyer
Nolan Miller
Jennifer Pahre
Ann Reisner
David Rivier
James Shriner
Rachel Skinner
Nicole Turner
Michel Bellini, *ex officio*
Susanne Lee, *ex officio*
John Hart, *ex officio*
Daniel Mann, *ex officio*
Kathy Martensen, *ex officio*

APPENDIX A

EP.05.29
December 5, 2005

SYNOPSIS OF POLICIES GOVERNING THE ACADEMIC CALENDAR AT UIUC

Preface

While this document is the one that has been approved by the Senate, there are two accompanying documents: 1) the background to the proposed revisions to the Synopsis of Policies, and 2) the existing Synopsis.

Basic Pattern

The calendar is designed such that as long as the current pattern of academic holidays continues, calendars will have, in each regular semester, at least 72 instructional weekdays plus at least 13 Saturdays on which classes may be scheduled. In each semester classes are to meet on at least 14 Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. There are to be at least 13 unbroken instructional weeks (i.e., M-F).

This synopsis of policies will begin for the 2008-2009 academic year.

Policies

1. General Policies for Fall and Spring Semesters

1.1 There shall be no fewer than 14 of each instructional day per semester and 13 weeks that have five full weeks of instruction (M-F).

1.2 A reading day shall immediately precede the first day of Final Examinations.

1.3 There shall be 18 3-hour Final Examination periods scheduled, with 3 periods each day and none on Saturday or Sunday.

2. Fall Semester

2.1 Classes shall begin on Monday 13 weeks before Thanksgiving week. If this pattern causes classes to begin before August 22, then classes shall begin on Monday 12 weeks before Thanksgiving week.

2.2 Classes shall not be held on Labor Day or during the week in which Thanksgiving occurs.

2.3 Final Examinations shall end on Friday 3 weeks after Thanksgiving week. If classes begin on Monday 12 weeks before Thanksgiving week, then Final Examinations shall end on Friday 4 weeks after Thanksgiving week.

3. Spring Semester

3.1 Classes shall begin on Monday 8 weeks after Thanksgiving week. If Monday 8 weeks after Thanksgiving week is a holiday, then classes will begin on Tuesday 8 weeks after Thanksgiving week.

3.2 Classes shall not be held on Martin Luther King Day or during a Spring Vacation that will be scheduled for either the ninth or tenth week of the semester.

3.3 Final Examinations shall end on Friday of the 24th week after Thanksgiving week.

4. Summer Session 1

4.1 Classes shall begin on Monday 25 weeks after Thanksgiving week.

4.2 Classes shall not be held on Memorial Day.

4.3 There is not a designated reading day for Summer Session 1.

4.4 Final Examinations shall be held during the final meeting of the class or on the day immediately following the final class meeting at the scheduled class meeting time.

4.5 Final Examinations shall end on or before Saturday of the 28th week after Thanksgiving week.

5. Summer Session 2

5.1 Classes shall begin on Monday 29 weeks after Thanksgiving week.

5.2 Classes shall not be held on Independence Day.

5.3 A reading day shall immediately precede the first day of Final Examinations.

5.4 There shall be 9 2-hour Final Examination periods with 4 periods on the last day.

5.5 Final Examinations shall end on or before Saturday of the 36th week after Thanksgiving week.

Senate Committee on Educational Policy
Abbas Aminmansour, Chair

APPENDIX B

Fall Semester 2023

		CURRENT	PROPOSED
Instruction begins	Monday	August 28	August 21
Labor Day (no classes)	Monday	September 4	<i>no change</i>
Thanksgiving Vacation Begins	Saturday	November 18, 1 pm	<i>no change</i>
Instruction Resumes	Monday	November 27, 7 am	<i>no change</i>
Instruction Ends	Wednesday	December 13	December 6
Reading Day	Thursday	December 14	December 7
Final Examinations Begin	Friday	December 15	December 8
Final Examinations to be conducted on	Saturday	December 16	N/A
Final Examinations End	Thursday	December 21	December 15

Winter Session 2023-2024

Instruction Begins	Saturday	December 23	Monday, Dec 18
Christmas Day (no classes)	Monday	December 25	<i>no change</i>
New Year's Day (no classes)	Monday	January 1	<i>no change</i>
Final Examinations	Sunday	January 14	Friday, January 12

Spring Semester 2024

M. L. King, Jr. Day (no classes)	Monday	January 15	<i>no change</i>
Instruction Begins	Tuesday	January 16	<i>no change</i>
Spring Vacation Begins	Saturday	March 9, 1 pm	<i>no change</i>
Instruction Resumes	Monday	March 18, 7 am	<i>no change</i>
Instruction Ends	Wednesday	May 1	<i>no change</i>
Reading Day	Thursday	May 2	<i>no change</i>
Final Examinations Begin	Friday	May 3	<i>no change</i>
Final Examinations End	Friday	May 10	<i>no change</i>
Commencement	Saturday	May 11	<i>no change</i>

Summer Sessions 2024

SUMMER SESSION 1

Instruction Begins	Monday	May 13	<i>no change</i>
Memorial Day (no classes)	Monday	May 27	<i>no change</i>
Final Examinations	Final Class Day or Following Day		<i>no change</i>
Must End	Saturday	June 8	<i>no change</i>

SUMMER SESSION 2

Instruction Begins	Monday	June 10	<i>no change</i>
Independence Day (no classes)	Thursday	July 4	<i>no change</i>
Beginning of Second 4-Week of Instruction	Monday	July 8	<i>no change</i>
Instruction Ends	Thursday	August 1, 12 noon	<i>no change</i>
Reading Day	Thursday	August 1, 1 pm	<i>no change</i>
Final Examinations Begin	Friday	August 2	<i>no change</i>
Final Examinations End	Saturday	August 3	<i>no change</i>

Fall Semester 2028

		CURRENT	PROPOSED
Instruction begins	Monday	August 28	August 21
Labor Day (no classes)	Monday	September 4	no change
Thanksgiving Vacation Begins	Saturday	November 18, 1 pm	no change
Instruction Resumes	Monday	November 27, 7 am	no change
Instruction Ends	Wednesday	December 13	December 6
Reading Day	Thursday	December 14	December 7
Final Examinations Begin	Friday	December 15	December 8
Final Examinations to be conducted on	Saturday	December 16	N/A
Final Examinations End	Friday	December 22	December 15

Winter Session 2028-2029

Instruction Begins	Saturday	December 23	December 16
Christmas Day (no classes)	Monday	December 25	no change
New Year's Day (no classes)	Monday	January 1	no change
Final Examinations	Sunday	January 14	Friday, January 12

Spring Semester 2029

M. L. King, Jr. Day (no classes)	Monday	January 15	no change
Instruction Begins	Tuesday	January 16	no change
Spring Vacation Begins	Saturday	March 10, 1 pm	no change
Instruction Resumes	Monday	March 19, 7 am	no change
Instruction Ends	Wednesday	May 2	no change
Reading Day	Thursday	May 3	no change
Final Examinations Begin	Friday	May 4	no change
Final Examinations End	Friday	May 11	no change
Commencement	Saturday	May 12	no change

Summer Sessions 2029SUMMER SESSION 1

Instruction Begins	Monday	May 14	no change
Memorial Day (no classes)	Monday	May 28	no change
Final Examinations	Final Class Day or Following Day		no change
Must End	Saturday	June 9	no change

SUMMER SESSION 2

Instruction Begins	Monday	June 11	no change
Independence Day (no classes)	Wednesday	July 4	no change
Beginning of Second 4-Week of Instruction	Monday	July 9	no change
Instruction Ends	Thursday	August 2, 12 noon	no change
Reading Day	Thursday	August 2, 1 pm	no change
Final Examinations Begin	Friday	August 3	no change
Final Examinations End	Saturday	August 4	no change

Fall Semester 2029

		CURRENT	PROPOSED
Instruction begins	Monday	August 27	August 20
Labor Day (no classes)	Monday	September 3	no change
Thanksgiving Vacation Begins	Saturday	November 17, 1 pm	no change
Instruction Resumes	Monday	November 26, 7 am	no change
Instruction Ends	Wednesday	December 12	December 5
Reading Day	Thursday	December 13	December 6
Final Examinations Begin	Friday	December 14	December 7
Final Examinations to be conducted on	Saturday	December 15	N/A
Final Examinations End	Thursday	December 20	Friday, Dec 14

Winter Session 2029-2030

Instruction Begins	Friday	December 21	Monday, Dec 17
Christmas Day (no classes)	Tuesday	December 25	no change
New Year's Day (no classes)	Tuesday	January 1	no change
Final Examinations	Saturday	January 12	Friday, January 11

Spring Semester 2030

Instruction Begins	Monday	January 14	no change
M. L. King, Jr. Day (no classes)	Monday	January 21	no change
Spring Vacation Begins	Saturday	March 9, 1 pm	no change
Instruction Resumes	Monday	March 18, 7 am	no change
Instruction Ends	Wednesday	May 1	no change
Reading Day	Thursday	May 2	no change
Final Examinations Begin	Friday	May 3	no change
Final Examinations End	Friday	May 10	no change
Commencement	Saturday	May 11	no change

Summer Sessions 2030

SUMMER SESSION 1

Instruction Begins	Monday	May 13	no change
Memorial Day (no classes)	Monday	May 27	no change
Final Examinations	Final Class Day or Following Day		no change
Must End	Saturday	June 8	no change

SUMMER SESSION 2

Instruction Begins	Monday	June 10	no change
Independence Day (no classes)	Tuesday	July 4	no change
Beginning of Second 4-Week of Instruction	Monday	July 8	no change
Instruction Ends	Thursday	August 1, 12 noon	no change
Reading Day	Thursday	August 1, 1 pm	no change
Final Examinations Begin	Friday	August 2	no change
Final Examinations End	Saturday	August 3	no change