

ACADEMIC CALENDAR GUIDELINES

The University Calendar Committee is responsible for the coordination of academic calendars among the several campuses and has established guidelines for the preparation of each campus' calendar. Calendars on all campuses of the University are to be constructed according to the following guidelines:

1. In order that students may transfer from one to another campus of Indiana University without loss of time in the pursuit of their educational goals, the beginning and ending dates for semesters and major summer sessions will be approximately the same on all campuses to minimize overlap between two sessions at the various campuses.
2. The usual 3-credit lecture class shall meet for a minimum of approximately 2,000 minutes, excluding the final examination period.
3. A standard semester shall contain at least 15 weeks of instruction, including final examinations.
4. A campus calendar committee, with the approval of its respective faculty, will determine the number and the arrangement of days needed for student orientation, counseling, registration, and final examinations.
5. Thanksgiving Recess, consisting of at least Thanksgiving Day and the following Friday, will be observed on each campus.
6. Following the ending of classes, an appropriate number of days may be reserved each semester for final examinations. At no time should the examination period for the first semester end later than December 23.
7. The Spring Recess should be no more than one week in length.
8. The University's Founders Day ceremony will be observed on the third Wednesday of April. [NOTE: Current practice is that the date of Founders Day is set by the President's Office and that it usually is observed in March (*Administrative Practice*)]
9. The University Commencement Committee will coordinate the dates for commencement ceremonies so that the President and other key officials will be able to attend these ceremonies on each campus.
10. Independence Day is to be recognized as a recess day on each campus.
11. In order to facilitate the coordination of calendars within the Indiana University system, the calendar committee for a specific campus will inform and consult with the University Calendar Committee and obtain its approval for any exceptions to these guidelines, prior to recommending a calendar to its Faculty Council (or equivalent approving body).

(*University Faculty Council, April 29, 1976 and April 27, 1982*)

12. Martin Luther King Day shall be observed as a holiday on all Indiana University campuses [NOTE: Meaning that classes will not be held on that day].

(*Board of Trustees, January 24, 1997*)

In addition, the Indiana University East Faculty Senate adopts the following guidelines for the preparation of the IU East academic calendar:

13. Beginning Fall 2005, Fall semesters will always begin the Monday before Labor Day.
14. Beginning Spring 2006, Spring semesters will always begin *no sooner than two-weeks* (10 working days) after New Year's Day to accommodate academic suspension appeals;
15. Beginning Spring 2006, Spring Break will always occur between the ninth and tenth week of the semester (following the auto-W deadline).

*Approved by the IU East Faculty Senate, May 4, 2004
(See Circular E-27-04)*

