

UC Davis Policy and Procedure Manual

Chapter 200, Campus Organization and Management

Section 05, Academic and Administrative Calendar

Date: Draft 5/6/15

Supersedes: New

Responsible Department: Office of the University Registrar

Source Document: Guidelines for Establishing the Academic and Administrative Calendars

I. Purpose

This section describes the policy and procedures for establishing the official academic calendar. It also provides the guidelines used in developing the calendar prior to approval.

II. Policy

- A. Registration and other preliminaries (e.g., placement exams) shall be scheduled for completion prior to the beginning of the quarter.
- B. Residence hall move-in days, and campus-wide welcome events should not be scheduled on the same day as a major religious holiday.
 1. Exceptions shall be made only if there are academic or administrative considerations that would make the calendar unworkable otherwise.
 2. When a conflict exists, reasonable accommodations shall be provided to requesting students.
- C. The fall, winter, and spring quarters shall provide periods of instruction with a total of not less than 146 days (Mondays through Friday, less holidays), as evenly divided among the quarters as possible, with no fewer than 48 days of instruction in any one quarter.
- D. Each quarter shall provide for up to 6 days of scheduled final examinations after the last day of instruction and within the quarter.
- E. The following holidays shall be observed each academic year. Holidays falling on a Saturday shall be observed on the previous Friday and holidays falling on a Sunday shall be observed on the following Monday unless an alternative day is approved by the Chancellor.
 1. Third Monday in January (Martin Luther King, Jr. Day)
 2. Third Monday in February (Presidents' Day)
 3. Last Friday in March (Cesar Chavez Day)
 4. Last Monday in May (Memorial Day)
 5. Independence Day
 6. Labor Day
 7. Veterans' Day
 8. Thanksgiving Day and the Friday following
 9. Two days for Winter Holiday (December 24 & 25 or announced equivalent)
 10. Two days for New Year's Holiday (December 31 & January 1 or announced equivalent)

III. Guidelines for Calendar Development

- A. The fall quarter schedule should satisfy the following guidelines when possible:
 1. There will be a minimum of 14 days between the end of final exams (end of fall quarter) and the first day of winter quarter.

- B. The winter quarter schedule should satisfy the following guidelines when possible:
 - 1. The first day of the quarter will be the first Friday of January and is reserved for orientation activities.
 - 2. The first day of instruction will be the first Monday of January unless designated as a university holiday.
 - 3. In some instances, the start of winter quarter and start of instruction will be on the same day, the first Monday of January.
 - 4. There will be a 4-day break between the end of finals for winter quarter and the first day of spring quarter.
- C. The spring quarter schedule should satisfy the following guidelines when possible:
 - 1. The first day of the quarter will be the Thursday prior to the Cesar Chavez Holiday; held on the last Friday of March.
 - 2. The first day of instruction will be on a Monday.
 - 3. The last day of finals in spring quarter will occur no later than a Thursday to accommodate scheduling commencement on Friday, Saturday and Sunday.

IV. Procedures

- A. The Office of the University Registrar completes the draft version of the academic calendar following the policies and guidelines described above.
- B. The proposed calendar is sent to the Academic Senate Chair, Academic Federation Chair, Graduate Council Chair, College Deans, College Associate Deans, Dean of Graduate Studies, Staff Assembly Chair, ASUCD President, Graduate Student Association Chair, Campus Policy Coordinator, and Human Resources Policy Coordinator, Vice Provost—Undergraduate Studies, Vice Chancellor—Student Affairs, for review.
- C. The Human Resources Policy Coordinator reviews the calendar for compliance with collective bargaining agreements, and if necessary sends the calendar to union representatives for notice.
- D. Reviewers return their comments to the University Registrar.
- E. The Vice Chancellor—Student Affairs distributes the calendar draft and comments to CODVC for their final recommendation to the Chancellor who has final approval authority.
- F. The Chancellor transmits the final version of the calendar and campus approval to the Office of the President for final approval, and notifies the Vice Chancellor—Student Affairs and University Registrar.

V. Further Information

Questions regarding the academic calendars can be directed to the Office of the University Registrar.

VI. References and Related Policies

Office of the President: University Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days (<http://policy.ucop.edu/doc/2700513/ReligiousHolConflictsResHallMovein>).