11.99.99.C7.01  Academic Calendar Approval Process  
*Approved October 11, 2004*

1. **GENERAL**
   This document establishes a process for the development and approval of the academic calendar to ensure that important academic dates are scheduled in advance. The process described below provides opportunities for various segments of the university community to participate in the development of the academic calendar. The development and publication of multi-year academic calendars enables students, faculty, and staff to have information about important academic dates in future semesters or terms. It also enables university units to coordinate the scheduling of academic and nonacademic events on campus.

2. **PROCESS**
   
   2.1 The Calendar Committee analyzes previous academic calendars and makes recommendations for new academic calendars. The committee sends its recommendations to the Provost by October 1.
   
   2.2 The Provost forwards academic calendar recommendations to various bodies for input, including the Faculty Senate, the Provost’s Council, the Staff Advisory Council, and other advisory bodies, as deemed appropriate.
   
   2.3 The review bodies send their recommendations to the Provost by December 15.
   
   2.4 The Provost incorporates suggestions into the revised academic calendar.
   
   2.5 The Provost submits the proposed academic calendar to the President’s Cabinet for approval by February 1.
   
   2.6 The Provost informs the Calendar Committee of changes made to the original proposed academic calendar by February 15.
   
   2.7 The Provost distributes the academic calendar approved by the President’s Cabinet to the Publications Office, Enrollment Management, and other entities as appropriate by March 1.

Contact for Interpretation: Provost and Vice President for Academic Affairs