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# University Calendar Committee

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# University Calendar Committee

Submitted by: Wayne Smith/Calendar Committee

2/2/2012

## Discussion:

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The Fall 2014 calendar was approved with only one week of classes after the Thanksgiving break. The Summer 2013 calendar was approved with no classes scheduled on Friday, July 5. Also, there will be no classes on Thursday, July 4.

## Rationale:

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The reason for this change was if classes ended on Friday, December 12, exams would be December 15-18, with Commencement on Friday, December 19. The Office Of The Registrar would complete grade processing after 5:00 p.m. on Monday, December 22. There would not be enough time to complete end of term processing and mail exclusion letters on December 23, before the holiday break begins on December 24. End of term processing would need to be completed after the holiday break. Normally this process takes at least five days. The Office of Financial Aid would also not be able to complete their end of term processing until after the holiday break.

## SEC Response:

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3/1/2012: Faculty members may want to discuss the need for the shorter period between the end of Thanksgiving Break and Final Examination Week.

Minutes: 3/19/2012: A Request for Discussion of a Change in the University Calendar in Summer 2013 and Fall 2014: Teri Melton (COE). Melton being absent, Jim LoBue (COSM) introduced the topic:

The Fall 2014 calendar was approved with only one week of classes after the Thanksgiving break.

The Summer 2013 calendar was approved with no classes scheduled on Friday, July 5th. Also, there will be no classes on Thursday, July 4th.

Moderator Krug recognized Wayne Smith of the Registrar's office. Smith said the committee brought this to Faculty Senate because in 2010 it was approved that the Calendar would have two weeks of classes after Thanksgiving. But for Fall 2014 calendar, if we had the two weeks after Thanksgiving, we would be doing grade processing on December 22nd and 23rd, and then we would be off for a week, and we would be in the middle of processing grades, and posting those grades on the website. Also Financial Aid would be in the middle of processing satisfactory academic process, and other processes would be interrupted.

The committee thought the best way to do it was to only have the one week of classroom instruction after Thanksgiving. Provost Moore noted that he chairs the Calendar Committee and that the calendar doesn't always cooperate in giving us two weeks between Thanksgiving and Christmas break.

About half the years we have that luxury; the other half, we don't unless we want to place quite a burden on the staff who are processing grades and doing other required reports. So they wanted to explain that they had not simply ignored the very important desire to have two weeks between Thanksgiving and Christmas break when possible. Wayne Smith (Registrar's Office) also wanted to make sure that everybody understood that for the summer 2013, July 4th falls on a Thursday and there will be no classes and none on Friday, July 5th.

Barry Balleck (CLASS) said that when we went to the two weeks after Thanksgiving, that also allowed us to start a week later in August. Will we start closer to August 13 to make up for that lost week? Smith said we will be starting on August 18th. Balleck asked if that meant we'd lose a week of instruction. Smith said No.