

**Procedure Title:** Academic Calendar  
**Procedure Number:** 03-2003-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:** 2.G.2

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Vice President, Instruction  
**Original Date:** November 1972  
**Date Approved by College Planning Council:** 01-25-23  
**Authorizing Signature:** *authorized signature on file*  
**Dated:** 01-25-23  
**Date Posted on Web:** 01-30-23  
**Revised:** 01-25-23 **Reviewed:** 01-23

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#### **POLICY**

The academic calendar is the official record for the upcoming academic year, contains landmark dates occurring during the academic year, is informed by operational and faculty calendars, and is created by the Office of Instruction.

The academic calendar shall contain, but is not limited to, all federal holidays (observed and unobserved); planning and development days; beginning and ending dates of each term; exam dates; and contracted days for faculty class preparation.

The college shall use the federal holiday schedule from the Department of Administrative Services. The college attempts to align its academic calendar with Eastern Oregon University and the InterMountain Educational Service District when feasible.

#### **Procedure**

Each Fall term at Pre-Service, the Vice President of Instruction (VPI) shall formally convene the Academic Calendar Committee to prepare the draft during the Fall term for the next academic calendar in sequence.

The Academic Calendar Committee consists of the following: a faculty member, a classified staff member from the Office of Instruction, a classified staff member from the Office of Student Services, the Director of Enrollment Services/Registrar, the Director of Athletics, the Chief Operations Officer, two academic deans, and a student representative from ASG.

The Academic Calendar Committee shall seek data, timelines, and dates from all departments to assemble the draft calendar including, but not limited to, the Faculty Calendar Committee, Business Office, Financial Aid, Facilities, and each Center.

The Academic Calendar Committee shall submit their draft calendar to the VPI no later than January 5 each year. The VPI shall review and propose changes to the draft to the Academic Calendar Committee during the month of January.

The VPI, representing the Academic Calendar Committee, shall present the Academic Calendar to College Planning Council at their first February meeting for review. The Academic Calendar shall be an action item for approval at the second College Planning Council meeting in February each year.

Upon approval by College Planning Council, the final copy of the calendar shall be disseminated widely, posted to the website, and sent to the community prior to the end of Spring term, sixteen months prior to the academic year in question, following the pattern below:

Sample Timeline for the Preparation of the 2025-26 Academic Calendar

Fall 2023	
Pre-Service	VPI convenes Academic Calendar Committee
	Committee confers, collaborates, and creates draft 2025-26 academic calendar
Winter 2024	
January 5	On or before 1/5 annually, the Academic Calendar Committee submits draft to VPI for review
February	1 <sup>st</sup> CPC meeting: 1 <sup>st</sup> reading of the 2025-26 Academic Calendar
	2 <sup>nd</sup> CPC meeting: 2 <sup>nd</sup> reading and vote to approve
Spring 2024	
May 2024	Wide dissemination of the calendar, posting on web
(16 months prior to 9/25)	