CIU | Columbia International University

Policy Number	201.001
Policy Title	ACADEMIC CALENDAR POLICY
Responsible Officers	Office of the Provost
Responsible Offices	Office of the Provost
Summary	The academic calendar is a listing of the official campus dates and events. The information shall be limited to student educational planning as well as faculty planning dates. The purpose of this policy is to assist the campus with the alignment of calendar events. It identifies responsibility for the maintenance and update of the campus academic calendar, including annual review, adoption and revision of the campus three-year academic calendar, as well as reporting and publishing of academic calendar dates.
Definitions	Semester: Fall and Spring standard terms and a Summer trailer term Subterm: Shorter terms that fall within a standard semester
Approving Body	The Academic Council (12/12/2016); The Administrative Council (12/13/2016)
Approval Date	10/02/2017; 10/09/2017
Last Revision	9/6/17
Re-evaluation Date	Fall 2021
Departmental Impact	All academic and administrative areas

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

The University operates primarily on the semester system with the academic year divided into fall and spring semesters with a summer trailer term following spring. Specifically designed online programs operate on a non-standard calendar designed to optimize student financial aid.

For the standard calendar:

Fall semesters are 16 weeks long and start in August and end in December. Spring semesters are 16 weeks long and begin in January and end in late April or early May. The Summer term is 16 weeks long. Within each 16 week semester or term are two 8 week subterms (or sessions).

Intensive courses may be offered during the periods between semesters and throughout the summer term. Sessions may have durations other than 16 weeks or 8 weeks.

School holidays are days that classes do not meet. School holidays include: Labor Day; Fall Break (2 days); Thanksgiving (3 days); Winter Break (Monday following December commencement through first week in January); Martin Luther King Jr. Day; Spring Break (5 days); Good Friday; Memorial Day; July 4.

Prayer Days are determined by the president.

The last day to add/drop courses is seven days after the start of the semester, four days after the start of a subterm, the first day of a one-week intensive, and the second day of a two-week intensive.

The last date to withdraw without academic penalty is the midpoint for a semester, subterm, the second day of a one week intensive, or the third day of a two-week intensive. See the withdrawal policy (Policy 108) for further detail.

For the non-standard calendar:

Fall semesters typically begin July 1 and end December 31. Spring semesters typically begin January and end June 30. Courses are offered back to back in either five or six week format. There is no summer term. Individual schedules are developed based on scheduled cohort start dates.

Additional break time will be given within the class schedules to accommodate Thanksgiving, Christmas, Easter, and Independence Day.

The last day to add a course is the first day of the course. The last day to drop a course is the end of week one.

The last date to withdraw without academic penalty is the last day of week two of the course.

Graduation conferral dates are the final day of the standard Fall semester, Spring semester, and summer term.

The deadline for the submission of final grades is seven calendar days after the semester, subterm, or intensive.

The Office of the Provost in conjunction with the Office of the University Registrar is responsible for the maintenance and update of the academic calendar, including annual review, adoption and revision of the three-year academic calendar, as well as reporting and publishing of academic calendar dates.

Rationale
This policy was developed to support student academic success and to provide consistent quality delivery of academic programs and services.

Procedures
Review and Adoption
The academic calendar is prepared three years in advance and is initiated by the Provost's office using a template that combines the residential calendar (16 weeks) with the online calendar (two, eight-week sessions). The template is designed with proper number of convocation, class days, designated start/end dates, prayer days (determined by the president), special emphasis weeks, and commencements. Proposed calendars are presented to the Academic Council and Administrative Council for approval.

Publication and Dissemination
Upon approval, the academic calendar will be included in the annual academic catalog and posted to the CIU's website as the official academic calendar for the upcoming academic year as noted. The Registrar will forward a notice to the Faculty when the calendar has been officially posted. The calendar will be published by April 1st for the upcoming academic year

Revisions
Certain dates in the Academic Calendar are established by the Provost's Office. Should the Provost's Office modify those dates, the Academic Calendar shall be modified to reflect the Provost's dates without further review or approval. With this exception, the President's Cabinet shall approve any campus-based revisions in the three-year Academic Calendar. The Registrar's office shall disseminate the revised calendar to departments affected by the revisions.

Non-Standard Calendar
The specific cohort schedules for the non-standard calendar programs are drafted by the Office of the University Registrar in consultation with the Office for Online Studies, Financial Aid office, and Enrollment office. Schedules are developed and published in February/March for the upcoming academic year that begins July 1.

Hyperlinks
www.ciu.edu/policy