



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 2.1:</b>	Academic Calendar	
<b>Title:</b>	Academic Calendars	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.1.1.A	10.9	09/2023
<b>Reference:</b>	<a href="#">BOR Policy 2.1.1</a> – System Academic Year/Academic Calendar <a href="#">BOR Policy 2.1.2</a> – Registration <a href="#">BOR Policy 2.1.3</a> – Registrations, Cancellations and Withdrawals	
<b>Related Form(s):</b>		

## 1. Purpose

BOR Policy 2.1.1 (System Academic Year/Academic Calendar) defines the academic year for the Regental institutions. This guideline governs the academic calendar requirements and construction.

## 2. Governance

The South Dakota Board of Regents (BOR) awards final approval of academic calendars. The System Vice President of Academic Policy and Planning, or designee develops the new calendars through partnership across the system. Each institution will assign a participant to evaluate and recommend future calendars. The Vice Presidents of Academic Affairs and Student Affairs shall be engaged; collectively, they submit a recommendation to the Council of Presidents (COPS). The Council of Presidents will evaluate and recommend the final calendar (series) for the Board of Regents approval.

## 3. Definitions

- 3.1. **Academic Year:** 365-day period demarcated by beginning and ending dates.
- 3.2. **Academic Calendar:** Date-driven academic year divided into formatted terms and detailed by holidays, breaks, and final exams.
- 3.3. **Academic Term:** Specified period with established parameters utilized to guide and inform scheduling of classes; the Regental system embraces the semester format along with a specified naming convention (fall, spring, summer).

## 4. Procedures

### 4.1. Composition of Ad Hoc Group

Through attentive design, this special committee includes representation from all six universities, plus stake-holding councils (Academic Affairs, Student Affairs) and modules (Academic Records/Registration, Financial Aid, Accounts Receivable). Moreover, selected members of the BOR staff contribute technical expertise and

administrative support. This exacting approach to membership engenders comprehensive consideration of diverse viewpoints and promises robust outcomes.

#### **4.2. Elements of Academic Calendars**

- 4.2.1. Individual fall and spring terms encompass a minimum of 77 days; this allows flexibility for class cancellations.
- 4.2.2. Fall and spring terms include a minimum of 45 contact hours.
- 4.2.3. Fall and spring terms feature 15 weeks of academic instruction followed by one week allocated to final exams.
- 4.2.4. Spring break is scheduled at the exact midpoint of the term; this accommodates eight-week courses.
- 4.2.5. Finals week is never split by a weekend.

#### **4.3. Fundamental Methodology of Calendar Construction**

- 4.3.1. Create basic infrastructure through identification of key dates and time frames.
- 4.3.2. Incorporate preferences and endorsements pertinent to optimization of student experience.
- 4.3.3. Afford consideration to:
  - Start Date (travel, residential life, athletics)
  - Census date
  - Withdrawal period
  - Holidays and spring break
  - Non-class days
  - Financial aid requirements for 15 weeks academic instruction
  - Pre-registration for future terms
  - Faculty grading period and attendant grade validation period
  - End-of-term processes
  - Commencement ceremonies

#### **4.4. Color Coding Schema for Academic Calendars**

- Class day: smoke HEX #DBDED9
- Non-class day: steel HEX #638290
- State holiday: mostly Desaturated Dark Magenta HEX #775477
- Weekend: black HEX #000000
- Final withdrawal day: moderate Yellow HEX #C8C048
- Census day: dark orange (brown tone) HEX #B17831
- Final exam period: eggplant HEX# 402933

#### **4.5. Timeline Goal for Future Calendars**

When developing the academic calendars, the student information system will require at a minimum five or more years to accommodate processing. The committee shall develop the recommended calendar to be no less than five years into the future.

**APPENDICES:**

None

**RESOURCES:**

[Academic Calendars](#)

**SOURCE:**

AAC September 2023.