

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: 1:19:00

Date: April 2016

SUBJECT: **Academic Calendar Construction Guidelines**

In establishing the instructional calendar, the following trustees' policies and/or legislation apply:

New York State and Trustee policy requires that the instructional year include a minimum of 30 weeks of instruction during the traditional nine or 10 months of instruction, inclusive of periods of examinations. If the conventional semester plan is followed, a semester must contain 15 or more weeks of instruction, inclusive of periods for examinations. Other patterns may be developed with the approval of the chancellor; however, the total of all instructional periods must provide the equivalent of a minimum of 30 weeks during the 12-month period. (Source: Memorandum to the Presidents, dated February 18, 1981. Subject: Guidelines for Development of the Campus Instructional Calendar.)

Colleges must allow sufficient time in the instructional calendar for students to register for courses, and makeup examinations and other assignments due to religious observance. University policy specifies that campuses accommodate, to the extent possible, religious holidays when developing the instructional calendar. (Source: Education Law, Sections 224-a.)

The following guidelines, as approved by the College Senate, are hereby approved for the construction of Buffalo State academic calendars:

Fall semester:

1. The first day of classes will be the last Monday in August with classes not held on Labor Day.
2. There will be a two-day Fall Recess beginning on the second Monday of October, which will coincide with the legal holiday Columbus Day.
3. No classes will be held Wednesday through Saturday during the week of Thanksgiving Day.
4. The final day of the regular instruction schedule should be the Friday in December at the end of the 15th week of the semester. This will be followed by a period of four days with a revised schedule during which students will have final critiques, present final reports, or take final examinations.

Intersemester:

1. There will be a three-week intersemester beginning the first Monday in January, unless the first Monday is the legal observance of New Year's Day. In such a case, the intersemester will begin on the Tuesday after the holiday. In years that the intersemester begins on the Tuesday, the registrar will adjust instruction periods as necessary to ensure compliance with SUNY guidelines regarding contact hours required for credit.
2. Martin Luther King Jr. Day will be a holiday with no classes.
3. Should weather require the cancellation of classes, the college will hold classes on the final Saturday of the intersemester.

Spring semester:

1. The first day of the spring semester will be the last Monday in January.
2. There will be a Presidents Day recess using the Monday legal holiday in February. The Monday will be a holiday on which the college will close in observance of the legal holiday.

3. There will be a spring recess of six consecutive days without classes beginning on the Monday of the ninth week of the spring semester.
4. The final day of the regular instructional schedule for the spring semester will be the Friday in May at the end of the 15th week of the semester. This will be followed by a four-day period with a revised schedule during which students will have final critiques, present final reports, or take final examinations. This week will be followed by Commencement.