

## ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

November 14, 2019

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***ACTION:***    **First and Final Round Approval of Revisions to Board Policy 4001; College Calendar**

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Board Policy 4001 is being revised to more clearly identify specific days during the academic year when classes are not held, include language on shorter instructional terms, remove class starting time schedule, and identify a common census date for the NSCS.

The System Office recommends approval of the Revisions to Board Policy 4001; College Calendar.

**ATTACHMENTS:**

- Revisions to Board Policy 4001      (PDF)

# ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 4001**

**College Calendar**

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## BOARD POLICY

All units of the Nebraska State College System will utilize the same semester calendar and class starting times within the following procedures.

## PROCEDURE

The Council of Presidents' will be responsible to review and make recommendations to the Board on any matters regarding the academic calendar.

### Academic Year Calendar Guidelines:

1. Fall classes will generally have starting dates between August 20 and August 27.
2. The first semester will end prior to December 22.
3. Each semester will consist of 15 weeks of instruction, plus with the final examination (or similar culminating experience) period occurring during week 16. one week for final exams. Shorter instructional terms may be established within a semester, based on appropriate credit and time requirements.
4. Memorial Day and Labor Day will be observed as holidays and no classes will meet on those Mondays.
5. Fall mid-term break will be observed and no classes will meet on the Monday and Tuesday following mid-term, which will follow the Friday of the eighth week of the semester.
6. Fall break will be observed and no classes will meet on the fourth Wednesday, Thursday (Thanksgiving Day) and Friday of November.
7. Fall commencement will be held on Friday of the week the semester ends.
8. No classes will meet on Martin Luther King Jr. Day; the colleges will offer alternative programming to commemorate this day.
9. Spring mid-term break will be observed and no classes will meet on the Monday through Friday of the week following mid-term, which will follow the Friday of the eighth week of the semester.
109. Spring break will be observed and no classes will meet on the Monday following Easter Sunday.
110. Spring commencement will be held on Saturday of the week the semester ends.
12. Independence Day (July 4) or its federally recognized day will be observed as a holiday and no classes will meet.

### Class Starting Times Schedule

1. Classes fifty (50) minutes in length shall begin on the hour with ten (10) minutes between classes.
2. Classes consisting of 75 minutes in length shall begin on the hour or half hour with 15 minutes between classes.

# ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 4001 College Calendar**

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~~3. For inter-institutional evening courses delivered by telecommunications, class times will be announced nine (9) months in advance for the convenience of all students and campuses.~~

## **Summer Sessions:**

1. Summer session calendars are to be developed to assure comparable contact hours of instruction for credit earned as required for the academic year.

## **Census Date:**

- ~~1. The official date for enrollment reporting, or census date, for courses shall be October 15. A system enrollment report will be prepared for the Board every Fall term depicting headcount and FTE enrollments for each college using the established census date.~~

Policy Adopted: 1/28/77  
Policy Revised: 6/5/93  
Policy Revised: 8/29/97  
Policy Revised: 4/13/07  
Policy Revised: 9/11/09  
Policy Revised: 3/26/10  
Policy Revised: