Calendar Template (Request for Deviation from Approved Calendar)

The Senate Rules 1) describe the University Senate's oversight of the calendar and 2) charge the Senate Council (executive body of the University Senate) with reviewing deviations from the Senate-approved calendar. The Senate Calendar Committee is charged with conducting a comprehensive review of all calendar-related requests and will provide recommendations to the Senate Council on whether or not to approve such requests.

The Calendar Committee will not ordinarily recommend approval of outright waivers for academic holidays and University holidays. Substitute dates may be proposed if the original dates are not maintained. Further, changes in perpetuity are unlikely to be approved.

Instructions:

Please begin by completing the Qualtrics survey here. Then proceed to Sections 1, 2, and 3 below.

Section 1: Complete fields 1a – 1f.

Section 2: Enter all dates for all applicable terms (fall semester, winter intersession, spring semester, and summer session). Some dates may coincide with those on the general University calendar, while others may differ by virtue of the request being made to authorize a deviation.

Section 3: If the request: 1) applies to more than one calendar year; and 2) the relevant calendar dates for the subsequent years are more than natural shifts (e.g., one day back to keep a Monday a Monday, or two days back if accounting for a leap year), use the space provided to describe.

1. GENERAL INFORMATION					
1a	College:		1b	Department:	
1c	Use the drop-down list to the left to indicate if the request is for a single course, a subset of courses within a program, an entire program, or correction of a professional program's calendar (e.g. DMD, PharmD, or MD).		Select One		
1d	Program Type (e.g. Undergraduate/Graduate Certificate, Minor, or Degree Designation (BA, MS, EdD, etc.)				
1e	Contact Person:		1f	Email:	

2. Calendar Template		
A.	**Fall Semester 20**	
A1		First day of classes
A2		Labor Day Holiday
A3		Midterm (for courses with undergraduate students)
A4		Fall Break
A5		Thanksgiving Wednesday
A6		Thanksgiving Day
A7		Thanksgiving Friday
A8		Prep Week (Prep Days)
A9		Last day of classes
A10		Reading Days
A11		Finals Week
A12		End of Semester
B.	**Winter Intersession 20**	
B1		First day of classes
B2		Prep Days (last three days of instruction)
B3		Christmas Day (SR 2.1.3 "late December holiday period")
B4		New Year's Day (SR 2.1.3 "late December holiday period")
B5		Last day of classes
B6		End of semester
C.	**Spring Semester 20**	
C1		First day of class
C2		Martin Luther King, Jr. Holiday
C3		Midterm (for courses with undergraduate students)
C4		Spring Break Week
C5		Prep Week (Prep Days)
C6		Last day of classes
C7		Reading Days
C8		Finals Week
C9		End of semester
D.	**Summer Session 20**	
D1		First day of classes
D2		Memorial Day Holiday
D3		Juneteenth Holiday
D4		Independence Day Holiday (July 4th)
D5		Prep Days (last three days of instruction)
D6		End of semester

3. MISCELLANEOUS	
3.	Is there anything else to explain about this proposal?