



September 18, 2012

To: Irving Hendrick, Chair
Committee on Faculty Welfare

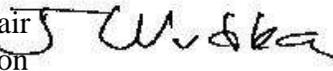
Byron Adams, Chair
Committee on Diversity and Equal Opportunity

Ward Beyermann, Chair
Committee on Educational Policy

Connie Nugent, Chair
Graduate Council

Len Nunney, Chair
Committee on Research

Richard Smith, Chair
Committee on Courses

From: Jose Wudka, Chair 
Riverside Division

Re: Request for Senate Input on the Proposed UCR Academic Calendar

The setting of the academic calendar is an administrative function (Regents Standing Order 100.4(h)), and the administration has determined that for planning reasons, our campus needs to approve an academic calendar beyond that already approved through the 2015-16 year.

The first attachment is a proposed UCR calendar for the 2017 to 2023 years. The other attachments provide additional background on the academic calendar and related policy guidelines. UCLA's proposed calendar is identical to ours.

The advice and input of the Academic Senate is important to this administrative function. To that end, please discuss with your committee and submit your response by October 12, 2012.

Enclosure



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

April 25, 2008

CHANCELLORS

RE: Common Academic Calendar Start Dates

Dear Colleagues:

In January 2005 the Council of Chancellors endorsed an Academic Senate request to align the academic calendars of quarter-based and semester-based campuses. In implementing this effort toward alignment, the UC Council of Registrars was charged with developing a recommendation to establish common start dates for each of the academic terms, so that the start dates of quarter campuses would be consistent with one another and likewise the semester campuses through 2010-11.

It is now time for the University to begin planning for the 2011-12 to 2015-16 academic years. It is my understanding that the Council of Registrars is currently working toward developing this future calendar, with common start dates for the quarter campuses and common start dates for the semester campuses. This is an important effort, especially given that subsequent UC policies, such as the *Policy for Addressing Religious Holiday Conflicts with Residence Hall "Move-In" Days* (June 21, 2007), have been predicated upon the establishment of common start dates for the campus academic calendars.

Thus, I am continuing the policy of having common start dates for the quarter and semester campuses for the next five years. I look forward to receiving the Council of Registrars recommendation and each of your campus' proposed 2011-12 to 2015-16 academic calendars by August 1, 2008, for review and approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Wyatt", written over a white background.

Wyatt R. Hume
Provost and Executive Vice President

Enclosures

cc: President Dynes
Academic Council Chair Brown
Vice President Sakaki
Vice Provost Justus
Executive Vice Chancellors
Vice Chancellors for Student Affairs
Council of Registrars

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OFFICE OF THE PROVOST AND SENIOR VICE PRESIDENT –
ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

January 19, 2005

CHANCELLORS

Re: Common Academic Calendars

Dear Colleagues:

As you know, COC endorsed the Academic Senate request to align the academic calendars of the quarter-based and semester-based campuses. As a first step towards that alignment, COC agreed with the Senate that efforts should be undertaken to establish common start dates for each of the academic terms ensuring that the quarter campuses are consistent with one another and likewise the semester campuses.

To implement this plan, I am requesting that you ask your campus Registrar to discuss this issue with the UC Systemwide Council of Registrars and that the Council should develop a recommendation for a calendar for the quarter and semester campuses with common start dates. The recommendation should include a plan for implementation within a reasonable time frame understanding that campus calendars are already in place for at least the next several years. I would like the Council of Registrars to submit this recommendation to me by April 1, 2005.

I would appreciate your forwarding this communication to whomever is most directly involved with the establishment of your campus' academic calendar.

Thank you.

Sincerely,

M.R.C. Greenwood
Provost and Senior Vice President
Academic Affairs

cc: President Dynes
Academic Council Chair Blumenthal
Council of Vice Chancellors
Vice Chancellors - Student Affairs
Vice Provost Zelmanowitz
Associate Vice President Galligani

DA 0556

January 18, 1977

VICE PRESIDENT SWAIN:

Delegation of Authority--Approval of University Calendar

Standing Order 100.4(g) of the By-Laws and Standing Orders of The Regents provides that:

The President shall fix the calendar of the University, provided that no session of instruction shall be established or abolished except with the advice of the Academic Senate and the approval of the Board.

Effective immediately, as Academic Vice President, you are delegated the authority granted to me under Standing Order 100.4(g) and the authority to approve the campus academic and administrative calendars proposed by the Chancellors. This includes the authority to approve, when justified, exceptions to the [Guidelines for Establishing the Academic and Administrative Calendars](#).

David S. Saxon
President

cc:

Chancellors
Members, President's Administrative Council
Principal Officers of The Regents
Special Assistant Powell
Special Assistant Brugger
Assistant Vice President Furtado

Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days

1. This policy is adopted by the University as a result of conflicts that have arisen over the years, including in the fall of 2006, between fall residence hall move-in days and the Jewish High Holy Days of Rosh Hashanah and Yom Kippur.
2. In setting the common academic calendar after 2010, the responsible University bodies – the Registrars, the Academic Senate (both campus Divisions and the Academic Council), Office of the President staff, and campus calendar committees -- shall choose calendars (semester and quarter) that avoid scheduling fall residence hall move-in days for students that conflict with the observance of a major religious holiday. Exceptions are to be made only if there are overriding academic or administrative considerations that would make such a calendar unworkable. The University will develop written guidelines to delineate such considerations. For example, these might include the need to complete the required minimum number of instructional days and the need to finish summer quarter before the move-in dates.

The University shall provide written reports on its progress in developing the written guidelines to the Senate Education Committee and the Assembly Higher Education Committee on September 1, 2007 and March 1, 2008. The University shall complete development of the written guidelines no later than June 1, 2008, and shall provide the written guidelines to the Senate Education Committee and to the Assembly Higher Education Committee upon completion of the guidelines.

3. In those exceptional cases where the University adopts a calendar that would create a conflict between observance of a major religious holiday and residence hall move-in dates for new students, the campuses shall abide by the following guidelines:
 - a. At some campuses, residence hall move-in of all students is accomplished on a single day of a weekend. Those campuses shall choose the weekend day that does not conflict with either observance of a one-day religious holiday or the first day of a multi-day religious holiday.
 - b. For campuses that have multiple move-in days including both days of the weekend, students who observe the holidays shall be given the opportunity to move in on the day that does not conflict with either a one-day religious holiday or the first day of a multi-day religious holiday. In addition, those students shall be given the opportunity to move in with a substantial portion (1/4 or more) of the other members of their housing unit and shall be provided with an equivalent set of community-wide social and orientation activities. For example, a campus that otherwise moves students in over two days by opening different residence halls might instead move in half the students in each

residence hall over the two days. Or, for example, a large campus might move in all of its students over a number of days, but not schedule community-wide social and orientation activities until all students are given the opportunity to occupy their University housing.

- c. All campuses will also offer alternative move-in days for students who for religious reasons do not want to move in on either Saturday or Sunday or for whom the arrangements described above do not enable them to comply with their religious obligations. At least one of the alternative days shall be before the beginning of the weekend (i.e., “early move-in”).
4. All materials/literature addressing student move-in procedures should be updated to clearly communicate that should move-in dates conflict with observances of religious holidays, accommodations will be made for affected students. The process for those affected should be described and/or a specific point of contact provided.
5. A student should not be penalized financially for not moving into University facilities on "move-in day" should the day/time conflict with observance of a religious holiday by that student.
6. The University shall immediately implement the policies set forth in Sections 3, 4, and 5 herein.

GUIDELINES FOR ESTABLISHING THE ACADEMIC AND ADMINISTRATIVE CALENDAR*

1. Arrangements shall be made for completing registration and similar preliminaries after the beginning of the Quarter or Semester and prior to the beginning of the period of instruction, or by prearrangement during the preceding Quarter or Semester.
2. The Fall, Winter, and Spring Quarters (or Fall and Spring Semesters) shall provide periods of instruction with a total of not less than 146 days (Mondays through Fridays, less holidays), as evenly divided among the Quarters or Semesters as possible, with no fewer than 48 days of instruction in any one Quarter.
3. Each Quarter and Semester shall provide for up to six days and nine days of scheduled final examinations respectively, after the last day of instruction and within the Quarter or Semester, or, in lieu of such an examination period in a given Quarter or Semester, the period of instruction for the Quarter or Semester shall be increased by five or six days over that prescribed above.
4. The dates for filing study lists shall be included for each Quarter or Semester.
5. Holidays Observed:

The following holidays are observed by the University:

New Years' Day (January 1)
Third Monday in January
Third Monday in February
Last Monday in May
Independence Day (July 4)
Labor Day
Veterans Day
Thanksgiving Day
Friday following Thanksgiving Day
December 24 (or announced equivalent)
December 25
December 31 (or announced equivalent)
As of 2005, Cesar Chavez Day (Last Friday in March)

*7/20/87, as amended by various subsequent Presidential policy issuances (see also PPSM 40 and [DA 0964](#))