

POLICY TITLE: Academic Calendar Policy

Policy Number: A.03.04

SCOPE DEFINITION The academic calendar of the University of St. Thomas comprises two regular and one summer semester and in a calendar year. Each semester includes multiple sessions. The academic calendar provides a listing of the all dates relevant to instruction processes for a given academic year at the University of St. Thomas.

PURPOSE To ensure development of a multi-year academic calendar for the University in accordance with SACSCOC requirements, and other regulatory requirements of the US Department of Education and the Texas Higher Education Coordinating Board; and, consistent with the University's credit hour policy. Specifically, the calendar must ensure allocation of at least thirty-seven and a half hours (2250 minutes) of instruction time for a three-credit course each semester in a given semester or session in which courses are offered.

PROCEDURE Calendars will be prepared five years in advance according to the following guidelines:

1. The first class day of Fall will be the Monday closest to the 20th of August. Fall Break will coincide with Columbus Day. Thanksgiving Break will include the Wednesday before and Friday after Thanksgiving Day.
2. If Martin Luther King Day falls on the 18th of January or earlier, the first class day of Spring will be the Tuesday after MLK Day. If MLK Day falls on the 19th or later, the start of class will be on the Monday prior to MLK Day. Spring Break will coincide with Houston ISD unless there are fewer than two full weeks between the HISD Spring Break dates and Easter Break. Easter Break includes Holy Thursday and Good Friday. Commencement will be held the Saturday after Final Exams are completed.
3. The first day of the ten-week full Summer semester and the first five week session will be on the Tuesday following Memorial Day. Summer II session will start immediately after Summer I ends, with appropriate adjustments made for the July 4th Holiday.