**Abstract**

This policy lays out principles through which the Academic Calendar is created and approved each year.

**Key Words:** calendar

**Author/Source** Academic Policy Committee

**Responsible Unit** Academic Resources

### History

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved</th>
<th>Revisions(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>5/11/2021</td>
<td>Proposed to create new process for approval of Calendar, going through a committee of stakeholders for their review, approval, and recommendation to the Senate prior to APC vote. Added more flexibility to the period of time at the beginning of each semester. Moved faculty responsibilities to II1c. Clarified grades are due at least seven days after end of final examinations.</td>
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<tr>
<td>7</td>
<td>5/20/2020</td>
<td>Provides more flexibility for the beginning of Fall semester professional development week. Changes, adding an end date for Fall Finals of no later than December 20th, were proposed to provide clarity that the Fall Semester needs to be completed prior to New Year's Eve. Proposal completed after verifying Thanksgiving break not responsible for post-January 1 Fall semester end.</td>
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<tr>
<td>6</td>
<td>5/11/2021</td>
<td>Removes provision restricting grades due day to day University offices are open for business. Provision ended up limiting flexibility in calendar development.</td>
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</table>
S19-242. Changes to the final examination period, grades due day and the minimum number of faculty work days at the start of the semester. 2019-2020 changes were made to provide additional flexibility in calendar by allowing grades to be due even on non-business days.

F17-242. Changes to timing of start of fall semester; introduces two faculty development days in the fall.

3 5/2/2017 217-242. Statement about final exam period

2 4/6/11 S11-242. Introduction of a faculty development day and convocation activities at start of semester (#S11-242)

1 1/1/2007 Original—S07-242

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Policy

I. Procedures and Approval Process

1. Each fall, Academic Resources shall present a draft of the academic calendar for the next three academic years to the Academic Calendar Committee, following the guidelines and principles of this policy.

2. The Academic Calendar Committee shall consist of the following, or their designees, each holding one vote in the Committee:
   • Chair of the Academic Senate
   • Chair of the Academic Policies Committee of the Academic Senate
   • Vice Provost for Academic Resources
   • Academic Resources staff member(s) responsible for the calendar
   • HR Director
   • AVP for Enrollment Management
   • Registrar
   • Dean, College of Extended Learning
   • Dean, DUEAP
   • Dean, Graduate Division
   • Director of Office of International Programs
   • Director, Residential Life
• Director, Housing, Dining and Conference Services
• First-Year Experience Manager
• AVP for Student Life and Dean of Students
• Director of Financial Aid

3. The AVP for Academic Resources shall convene the Fall meeting. After convening, the Committee shall consider the proposed Academic Calendar(s) for the next three years to ensure they adhere to this policy and to considerations from each office represented on the Committee, or other considerations deemed important to the effective scheduling of classes and student achievement.

4. The Committee shall approve the Academic Calendar(s) or request changes.

5. Once the Committee approves the Academic Calendar(s) by a majority vote, the Committee shall forward the Calendar, with their recommendation, to the Academic Senate for approval. If the Academic Calendar is approved unanimously by the Academic Calendar Committee, the Calendar may be scheduled for the Academic Senate’s consent calendar.

II. Requirements and Customs

1. CSU and/or WASC Requirements
   a. The WASC Senior College and University Commission defines a semester as 17 full weeks with at least 15 full weeks of academic class work or its equivalent, and SF State uses these definitions in its construction of an academic calendar.
   b. There shall typically be 147 instructional days in an academic year, although there may be a variance of plus or minus two instructional days. During an academic year, a minimum of 170 and a maximum of 180 academic workdays shall be scheduled. Academic workdays include those in which activities such as professional development, instruction, advising, orientation, registration, final examinations, evaluation, grade reporting, and commencement take place.
   c. Classes shall meet university requirements for class duration, and faculty shall adhere to scheduling parameters and class scheduling options when planning the schedule of classes and in delivering instruction. It is the responsibility of the instructor to provide the equivalent of at least 15 weeks of instruction with the 17-week semester as per the syllabus policy.

2. San Francisco State University Norms
   a. The fall and spring semesters are 17 weeks. This includes 15 weeks of direct instruction, one week of fall or spring recess, and an optional final examination week. It is at the discretion of the instructor to determine whether there will be a class meeting during the final examination week. The fall recess is the week that includes Thanksgiving. The spring recess is after the eighth week of the semester and shall not include Cesar Chavez Day.
   b. Fall and spring semesters shall each start on a Monday and be preceded by enough time for professional development meetings, advising and orientations. For example, the Wednesday or Thursday before the start of fall instruction shall be reserved for the University Convocation in the morning and College meetings in the afternoon. In the spring, the Thursday before the start of instruction is reserved for a Faculty Retreat. The Friday before the start of instruction is normally dedicated for department, school, program or other academic meetings.
   c. The last day of the final exam week in the Fall Semester should be no later than December 20. The Spring semester should end early enough that there is no overlap between the Spring semester and either the state-side or self-support summer sessions. If a conflict arises between the scheduling needs of the state-side and self-support calendars, the needs of state-side scheduling should be given priority.
   d. Final exams for courses that have not met on weekends shall not be scheduled on a weekend day, unless there is unanimous consent by class members.
   e. Faculty will be given at least seven calendar days after the last scheduled final exam to submit grades. Grades are due no later than the last day of the semester. Fall semester shall end on or before December 31.
   f. This policy shall take effect in Fall 2022.

The Academic Policies Committee and the Academic Senate retain their ultimate responsibility for the academic calendar, and they can entertain proposals to amend this policy as they deem appropriate.

Signed Memo:
F21-242 memo