



UNIVERSITY POLICY

SUBJECT: ACADEMIC AFFAIRS

TITLE: ACADEMIC CALENDAR

CODING: 00-01-20-88:00

ADOPTED: 08/07/95

AMENDED: 10/02/08

LAST REVIEWED: 10/02/08

I. PURPOSE

To establish uniform calendar guidelines to ensure timeliness and effectiveness of administrative services and student personal planning, as well as adherence to the schedule once established and promulgated.

II. ACCOUNTABILITY

Under the direction of the Deans, the Associate Deans for Academic Affairs, Student Affairs, Education, or designee, in accordance with each school's administrative organization and responsibilities, shall implement this policy. The University Registrar shall ensure compliance with this policy.

III. APPLICABILITY

This policy shall apply to all schools and programs within UMDNJ.

IV. DEFINITION

The calendar shall be defined as a chronological listing of both academic and administrative dates for a specified academic year that serves as the official schedule by which the students, faculty and staff within a school/program and the administration are expected to abide during that academic year.

The calendar shall be posted on each School's respective website.

V. POLICY

A. Requirements:

1. The University Registrar shall request from each School a copy of the final academic calendar for the upcoming academic year on December 1st of each calendar year. Each School shall submit the final academic calendar to the University Registrar by January 2nd of the following calendar year*.

The University Registrar shall circulate by February 1st each year a consolidated academic calendar including all School calendars to the following individuals and offices:

- University Academic Affairs
- University Director of Financial Aid
- Manager, Billing & Collection

* Schools undergoing curriculum revision shall consult with the University Registrar and University Director of Financial Aid before finalization of any calendar. This calendar shall be submitted by at least March 1st prior to the start of the calendar.

- Manager of Student Loans
- Information Services & Technology – Academic Services & Technologies
- Foundation of UMDNJ
- Student Information Systems Support
- SungardHE Student Module Consultant

2. Each school/program shall at the very least include the following administrative dates in its academic calendars:

- Official start and end date of all terms within an academic year by class or academic program
- Financial aid exit interview dates for students completing their final year of study, if applicable
- Start and end dates of exam periods (including reading periods and/or National Board examination (or other) review courses where applicable)
- Last Day to add courses or register for each term (required for traditional term schools; as applicable for others)
- Last Day to withdraw from each term and receive a “W” grade (if applicable)
- Orientation dates
- Match day (if applicable)
- Convocations/Other special ceremonial dates
- Graduation
- Holidays
- Vacations or Break Periods

3. When an unavoidable circumstance occurs that causes a calendar change, the following prescribed procedure shall be followed:

Notification (in writing) of the change shall be sent to the University Director of Financial Aid and University Registrar as soon as the change arises.

The notification must contain the following information:

- Reason for the change
- Term and academic year impacted
- Classes and/or program involved
- Revised start and end date for the term affected by this change (if applicable)

The notification shall be sent by the appropriate authorized official (i.e. person responsible for implementing policy under Section II above).

Each school/program shall keep **changes to the calendar (once established) to a minimum**; every attempt shall be made to keep start and end dates of each academic period as originally published.

Schools should regularly notify faculty and students of the Academic Calendar and any subsequent changes to the Academic Calendar.

By Direction of the President:

Vice President for Academic Affairs