



POLICY STATEMENT 117 ACADEMIC CALENDAR

POLICY DIGEST

Monitoring Unit: Office of the University Registrar
Initially Issued: Sept. 4, 2013
Last Revised: April 1, 2016

I. PURPOSE

The purpose of this policy statement is to provide information about the periods of the year during which residence credit classes will be offered and regarding the approval of the academic calendar.

II. DEFINITIONS

For the purpose of this policy statement, the following definitions will apply:

- A. Academic Credit: See Policy Statement 45: *Courses and Curricula*.
- B. Module: One of the six LSU Online seven-week terms.
- C. Residence Credit Classes: Courses offered through the academic departments. Residence credit classes do not include classes offered through the Division of Continuing Education.
- D. Winter Break: The break that occurs between the end of the fall semester and the beginning of the spring semester.

III. GENERAL POLICY

- A. The academic calendar at the university consists of the following.
 - 1. Two regular semesters (fall and spring). Each semester includes two eight week sessions (designated as B and C sessions).
 - 2. One summer term with an A session and B session.
 - 3. Three intersessions (spring, summer, and winter session).
 - 4. Six modules devoted exclusively to LSU Online.
- B. These academic periods normally begin and end as follows.
 - 1. The fall semester normally begins the fourth week of August and ends before the beginning of the Winter Break in December.
 - 2. The spring semester normally begins the day after Martin Luther King Day and ends the third

week of May. Spring Break will be scheduled such that there are at least three weeks of classes following the break.

3. Within the regular semesters, two consecutive eight-week sessions are conducted. Each consists of 34 class periods.
4. The summer term normally begins the first full week of June with Session A ending the first week of August, and Session B ending the first week of July.

C. Intersessions are conducted as follows.

1. Wintersession is conducted between the end of the fall semester and the beginning of the spring semester.
2. Spring Intersession is conducted between the end of the spring semester and the beginning of the summer term.
3. Summer Intersession is conducted between the end of the summer term and the beginning of the fall semester.

D. The six LSU Online terms are each seven weeks in length. They are conducted as follows:

1. None are scheduled that would include December 25 and January
2. There is a one or two week break between the terms, except for the term that ends before December 25.

Certain academic programs may begin or end on schedules different from those in subsections 1 through 5 of this section with the approval of Office of Academic Affairs.

IV. PROCEDURES

A. Approval of the Academic Calendar

The proposed academic calendar is initially developed by the Office of the University Registrar within the parameters outlined above. The proposed calendar is distributed to deans, associate deans, assistant deans, directors and chairs for review and comment. After the comment period, the calendar is forwarded to the Office of Academic Affairs for approval. The approved calendar is forwarded through the Executive Vice President & Provost for approval by the President.

B. Interruptions to the Academic Calendar

After consultation with the faculty, Faculty Senate and Student Government, the university developed the *Guidelines for Interruptions to the Academic Calendar* (See Appendix 1). The university will use the guidelines in the event of an unforeseen closure (e.g., hurricane, etc. . .).

C. Publication of the Academic Calendar

The approved academic calendar is posted to the LSU Calendar that is accessible on the university's home page and the Office of the University Registrar website.

V. APPENDICES

A. Appendix I

1. Guidelines for interruptions to the Academic Calendar

The university will use the following guidelines to deal with short- and long-term interruptions to the academic calendar because of unavoidable circumstances (e.g. hurricanes, epidemics, etc. .). The guidelines seek to provide flexibility while assuring faculty participation and student success when the university must cope with situations that lead to closing or reducing access to campus for specific periods of time. The solutions are cumulative:

Interruption Length	Solution
1 day	Fall Semester, Spring Semester, Summer Term - No action - loss of one business day. Intercession - Extend the intercession by one day
2 days	Fall Semester, Spring Semester, Summer Term - Institute Saturday classes designating each Saturday for a MWF or TTH make-up. An alternative, implemented at the discretion of the Office of Academic Affairs, is to cancel Fall Break and part of Spring Break. Intercession - Extend the intercession by one day.
3-5 days (prior to Fall Break or Spring Break)	Fall Semester - Cancel Fall Break and institute Saturday classes. Spring Semester - Cancel the appropriate number of Spring Break days.
3-5 days (after Fall Break or Spring Break and Summer Term)	Fall Semester, Spring Semester, Summer Term - institute Saturday classes.
3-5 days (Intercession)	Cancel Intercession.
6-10 days (prior to Fall Break or Spring Break)	Fall Semester - Same as 3-5 day solution, plus extend semester one additional week by cancelling Wintersession. Spring Semester - Same as 3-5 day solution, plus extend semester one additional week by cancelling Spring Break and delaying Spring Intercession.
6-10 days (after Fall Break or Spring Break and Summer Term)	Fall Semester, Spring Semester, Summer Term - Institute Saturday classes, plus extend semester as needed by cancelling intercessions.
6-10 days (Intercession)	Cancel Intercession.
11-20 days (prior to or After Fall Break)	Fall Semester - Same as 6-10 day solution, plus extend semester three additional weeks by cancelling Wintersession, delaying Spring Semester, and cancelling Spring Intercession.
11-20 days (prior to Spring Break)	Spring Semester—same as 6-10 day solution, plus cancel Spring Intercession.
11-20 days (after Spring Break)	Spring Semester - Same as 6-10 day solution, plus extend semester three additional weeks by cancelling Wintersession and Spring Intercession.
11-20 days (Summer Term)	Summer Term - Cancel the term.
More than 20 days (prior to or after Fall Break or Spring Break)	Fall Semester - Same as 11-20 day solution, plus delay start of Spring Semester and possibly overlap with or cancel Summer Term. Spring Semester - Same as 11-20 day solution, plus delay start of Summer Term and cancel Summer Intercession.