

Section:	II.2.7	
Title:	Principles for Developing an Academic Calendar	
Effective Date:	November 21, 2014	
Approved By:	President	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • The Perpetual Calendar • Final Exam/Evaluation/Reading Days Policy • The Exam Grid 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	November 21, 2014	Revised
1.0	November, 2002	New policy; Initial release

I. INTRODUCTION

This policy defines the principles for developing an academic calendar.

II. DEFINITIONS

N/A

III. POLICY

- There should be 68 days per semester with a minimum of 11 intact weeks of Monday-Friday classes over the 15-week semester which includes the exam period.
- There should be at least 34 days between the end of the fall semester and the beginning of the spring semester.
- In the fall semester there should be a 2 day fall break and a 3 day Thanksgiving break. In the spring semester there should be a 5 day spring break.
- While it is desirable to have 5 undergraduate final exam days, there should be a minimum of 4 undergraduate reading days and 4 undergraduate final exam days at the end of each semester. Reading days should be scheduled so that there are no more than three consecutive full days of exams.
- The date for the beginning of classes in the fall semester shall be on a Tuesday up to one week before September 1 in accordance with the Union agreement.

Convocation shall be held on the Monday immediately preceding the first day of classes in the fall semester. The spring semester will start on a Monday to promote a 5-day exam period.

- Commencement shall be held on the Thursday and Friday following the last day of spring semester final exams.
- Graduate classes adhere to the official academic calendar as published on the College's website. It should be noted that the last scheduled graduate class date on the academic calendar should be held and designated for completion of final exams, culminating assessments, or projects.
- The guiding principles are used to construct the College's perpetual calendars.
- These principles shall be reviewed by the Committee on Strategic Planning & Priorities at least every five years.