

11.99.99.C0.04 Academic Calendar Approval

Approved: October 11, 2004
Revised: May 18, 2009
Revised: February 6, 2017
Next Scheduled Review: February 6, 2022



Procedure Statement

Texas A&M University-Corpus Christi maintains its academic calendar through a university-wide review process.

Reason for Procedure

This procedure establishes a process for the development and approval of the academic calendar to ensure that important academic dates are scheduled four years in advance.

Procedures and Responsibilities

1. GENERAL

The process described below provides opportunities for various segments of the university community to participate in the development of the academic calendar and enables university units to coordinate scheduling of academic and nonacademic events on campus. The development and publication of multi-year academic calendars also enables students, faculty, and staff to have information about important academic dates in future semesters.

2. COMMITTEE STRUCTURE

2.1. The Calendar Committee is defined as the appointed members who review the previous and future academic calendars and make recommendations based on logistical considerations of their respective groups.

2.1.1. The Calendar Committee is chaired by the designee of the Provost

2.1.2. The membership of Calendar Committee consists of representatives from each of the following areas: Community Outreach, College Dean's Council, Institutional Advancement, Enrollment Management, Finance &

Administration Council, Planning and Institutional Research, Faculty Senate, the Provost's Office, the Performing Arts Center, the Staff Council, Student Engagement and Success, and the Student Government Association. Student members serve one-year terms; other members serve for three-year staggered terms.

2.1.3. The Calendar Committee is charged to maintain a four-year calendar cycle and to update that cycle annually.

2.2. The Calendar Committee will be led by an internal Executive Working Group.

2.2.1. The Executive Working Group will consist of four members including the chair or designee and representatives from the following units: Student Engagement & Success, Academic Affairs, and Faculty Senate.

2.2.2. The Executive Working Group is charged with creating the working calendar and presenting it to the larger Calendar Committee for review and comment.

3. PROCESS

3.1. The Calendar Committee annually analyzes previous academic calendars and makes recommendations for new academic calendars to the Executive Working Group.

3.2. The Executive Working Group shall create a working calendar and then distribute it to their respective units for review and comment. The Executive Working Group will then gather comments from various units and make adjustments as appropriate. The final working calendar draft will be presented to the full Calendar Committee.

3.3. The Calendar Committee sends its recommendations for the updated four-year cycle to the Provost within two (2) weeks of receiving the official system-approved holiday dates.

3.4. The Provost submits the proposed academic calendar to the President's Cabinet.

3.5. The President's Cabinet approves the four-year academic calendar by the end of January.

3.6. The Office of the Provost informs the Calendar Committee of changes made to the original proposed academic calendar upon approval by the President's Cabinet.

3.7. The Executive Working Committee distributes the approved academic calendar to the Publications Office, Enrollment Management, and other

entities as appropriate within one (1) week of approval by the President's Cabinet.

Related Statutes, Policies or Requirements

There are no related policies, regulations, rules, or other procedures.

This procedure supersedes:

- *11.99.99.C7.01, Academic Calendar Approval Process*
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Contact Office

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