

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:08:00

Date: April 1985

SUBJECT: **Academic Calendar Construction Guidelines**

2/06 Could not find guidelines on this in Bylaws (possible updates bolded)

The following guidelines, as approved by the College Senate on March 15, 1985, (with minor editorial revisions accepted by the chairs of the Senate and the Curriculum Committee) are hereby approved for the Construction of SUCB academic calendars:

Fall semester:

1. If Labor Day falls within the first five days of September, classes will begin the day after Labor Day. Otherwise, The first day of classes will be on the last Monday in August, with classes not held on Labor Day.
2. **Delete “Columbus Day” Fall Break?** and Veterans Day, as legally observed, shall be holidays with no classes. When four or more holidays with no classes occur on a Monday, Wednesday or Friday during a semester, a Tuesday may be designated as a Monday for class meetings by the Vice President for Academic Affairs
3. No classes will be held on Thanksgiving Day, nor the day before, nor the day after Thanksgiving.
4. The final day of the regular instructional schedule will be the **first? Thursday** in December. This will be followed by a period of **four** days with a revised schedule during which students will have final critiques or present final reports, and/or sit for final examinations. This week will end on or before December **16**.

Spring semester:

1. The first day of instruction will be the **third** Tuesday in January. This starting date ensures two weeks (at least nine days) of instruction during January.
2. **?The third Monday of January,** Martin Luther King Day, will be a holiday with no classes.
3. There will be a Presidents’ Day recess utilizing the Monday legal holiday in February, and including the following Tuesday.
4. There will be a minimum of five consecutive days without classes beginning on Monday after eight weeks of instruction, and ending before the last four weeks of the spring semester. Whenever possible, this period should coincide with the public elementary and secondary school spring vacations.

5. The final day of the regular instructional schedule for the spring semester will be the **first?** Thursday in May. This will be followed by a **four** day period with revised schedule during which students will have final examinations. This week will be followed by Commencement on the second Saturday in May.

Source: Instruction & Research Committee, College Senate - Spring 2005