**Definition**: The Planning Calendar specifies start and end dates, tracks meeting patterns, sets final exam start and end dates, commencement dates, and specifies closures related to holidays and breaks. It forms the basis of the academic calendar, which then adds registration and add/drop related dates/deadlines. The Planning Calendar includes input from a wide representation across campus. The goal in creating the Planning Calendar is to meet Federal, State, and SUNY requirements regarding a traditional 15-week semester while also accommodating the values of the campus as a whole related to undergraduate and graduate instruction. The Planning Calendar is created by the Registrar according to Planning Calendar Guidelines and the variables in Appendix A, reviewed by representatives across campus included in Appendix B, and then approved by the Provost and President. The following variables should be considered in the creation of the Planning Calendar with the realization that each year will have its unique issues and challenges.

1. The academic year is composed of two approximately equal semesters of 15 weeks (fall and spring) that allow enough time for Winter and Summer semesters to take place.
2. The fall semester can begin before or after Labor Day, depending on the needs of the campus, but will end no later than the third week of December, thus accommodating campus facilities shutdown and a winter session.
3. The spring semester will begin after MLK, Jr. Day but will end no later than the third week of May with commencement weekend no later than the third weekend of May, thus accommodating a summer session and turnover of residence halls.
4. Required minimum meeting patterns based on Federal, State, and SUNY requirements and UA time zone patterns (subject to change with governance approval):
   - The minimum number of class meeting days for TTH/MW courses is 27.
   - The minimum number of class meeting days for MWF courses is 39.
   - The minimum number of class meeting days for classes meeting once a week is 13.
   - The structure of the calendar shall reflect the following:
     - MWF format – classes meet for 55 minutes
     - TTH format – classes meet for 1 hour 20 minutes
     - MW format - classes meet for 1 hour 20 minutes
     - S/SU format - classes meet for 1 hour 20 minutes
     - Once a week format – 2 hours 50 minutes
   - Note: These patterns will vary from semester to semester but should not go below what is stated above.
5. The following holidays will be accommodated as often as possible:
   - Labor Day
   - Rosh Hashanah – classes suspend at 2:35p on the eve before the holiday, suspend for the day of the holiday, and resume by 12:35p the following day. If the calendar allows for accommodation of additional days or extension of the eve before and day after, these can be added.
c. Yom Kippur - classes suspend at 2:35p on the eve before the holiday, suspend for the
day of the holiday, and resume by 12:35p the following day. If the calendar allows for
accommodation of additional days or extension of the eve before and day after, these
can be added.
d. Thanksgiving Day and the following day (Friday).
e. Martin Luther King, Jr. Day.
f. Passover - classes suspend at 2:35p on the eve before the holiday, suspend for the
day of the holiday, and resume by 12:35p the following day. If the calendar allows for
accommodation of additional days or extension of the eve before and day after, these
can be added.
g. Easter – classes suspend on Sunday and resume by 12:35p the following day (Monday).
   If the calendar allows for accommodation of additional days or extension of Monday,
   these can be added.
6. A full/partial February break, consistent with local elementary and high school break schedules,
   will be added as often as possible.
7. Albany’s St. Patrick’s Day parade is always the weekend before March 17. To maintain town
gown relations, the campus has agreed to accommodate a week off surrounding this date to
strategically plan for the closure of residence halls. If this need no longer exists, the Registrar
will adjust the calendar accordingly and allow additional flexibilities (e.g., a full Feb break and/or
full April break, when the calendar allows for it and still meets contact days).
8. At least one day will be set aside for Reading Day. A reading day is a day reserved for
   preparation for final exams. It is scheduled after all the regular class lectures and before final
   exams. As a rule, Reading Day should not be used as a make-up day and activities should not be
   scheduled that conflict with students’ ability to study for final exams.
9. Six days shall be scheduled for final exams. Saturday will be used as an exam day when
   necessary.
10. In the event of cancellations, delays or early dismissals during an exam day, an alternate exam
day may be scheduled by the Registrar’s Office and communicated by the Provost’s Office.
11. These guidelines shall take effect for the 2016-17 planning calendar and shall be reviewed every
    3 years by UPPC to accommodate the changing needs of the University.
Appendix A

Summary of variables included in the creation of the University Planning Calendar:

1. Federal, State, and SUNY requirements regarding a traditional 15-week semester.
2. Accreditation standards.
3. Consideration for the “University at Albany Calendar Guidelines”.
4. Start and end dates related to other campus activities.
5. Time between Fall and Spring to allow for Wintersession.
6. Time between Spring and Fall to allow for Summer Session.
7. Required minimum meeting patterns based on Federal, State, and SUNY requirements:
   - The suggested minimum number of class meeting times for TTH/MW courses is 27.
   - The suggested minimum number of class meeting times for MWF courses is 39.
   - The suggested minimum number of class meeting times for classes meeting once a week is 13.
8. Academics.
9. Accommodation of Religious holidays (e.g., the desire for students and their families, and some teaching faculty, to observe religious holidays).
11. Faculty preferences (e.g., desire for teaching parents to have time off to coincide with their K-12 children).
12. Desire to maintain positive town gown relations.
13. Inclement Weather.
15. Faculty and/or faculty family illness – need to cancel classes.
16. Recruitment/Enrollment efforts.
17. Advisement Efforts.
18. Orientation Efforts.
19. Athletics.
20. Performances and Events.
22. Vacating residence halls in enough time to allow for preparation for the upcoming semester and for assessing damage charges prior to the next semester.
23. Time between semesters to allow for renovations, classroom repairs, installation of new technologies, etc.
24. Food Service Contracts.
25. Financial Aid – work study funding.
26. Efforts of the Plant – Ability to have facilities ready, perform construction, exercise winter shutdown and energy savings initiatives.
27. IT Support for administrative and student systems. Installation of service packs and bundles.
    Upgrades to Blackboard.
28. Final Exams.
29. Grading.
30. Dismissals and Readmits.
31. Commencement.
32. Awarding of Degrees.
33. Ability of students to secure winter and summer employment.
34. Travel costs for students (students must vacate the campus when residence halls close).
Appendix B

The following areas provide input on the academic calendar before it is reviewed by UPPC and the Provost and President:

Advisement Services
Athletics
Business Enrollment Systems
Commencement
EOP
Facilities
Financial Aid
General Studies and Summer Sessions
Graduate Admissions and Graduate Studies
Human Resources
Legal Counsel
Media and Marketing
Orientation
Performing Arts Center
Provost's Office
Registrar's Office
Residence Life
Student Accounts
Student Financial Services
Student Success
University Applications Development/IT/ITS Client Support Services
Undergraduate Admissions
University Auxiliary Services
Undergraduate Education