

March 5, 2017

To: Members of University Council and UGA colleagues
From: Janet Frick, Chair of the UGA University Council Executive Committee
Re: Motion passed by Executive Committee at the March 1, 2017 meeting, proposing a 2018-2019 academic calendar that is consistent with USG and federal requirements

Dear members of University Council and the UGA Community:

At its March 1, 2017 meeting, the University Council Executive Committee passed a motion to bring forth an additional academic calendar for consideration at the March 22 University Council meeting. Executive Committee, like other committees of University Council, is permitted by the University Bylaws to place items on the University Council agenda by majority vote. This "Executive Committee Proposed Calendar" is attached here. In this cover letter, I will provide a brief explanation of what led to this motion, as well as the relevant policy under consideration.

This motion was brought after extensive discussion, expression of concerns about length and early start date, and a split vote concerning the calendar proposed by the Educational Affairs Committee (this EAC calendar is found elsewhere on the University Council agenda). The Executive Committee vote on the EAC Calendar (i.e., our vote on whether to place it on the University Council agenda) was 9 yes, 13 no. This fell just short of the two-thirds majority needed to reject the motion, so the EAC calendar will be considered at Council.

Given some Executive Committee members' concerns over the EAC calendar, we agreed after some discussion on an additional proposed calendar that would align with the Board of Regents rules about length of semester, which are found here:

<http://www.usg.edu/policymanual/section3/policy/C339>

And which are further articulated in this federal guideline:

<https://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec668-3.pdf>

The main issue of discussion concerns the requirements for "length of instructional term" in each semester. The Board of Regents changed their calendar rules in October 2016 (the first link above), and they are now identical to federal guidelines. The relevant USG / federal policy states: "A week of instructional time is any week in which at least one day of regularly scheduled instruction or examinations occurs or, after the last scheduled day of classes for a term or payment period, at least one day of study for final examinations occurs."

The Board of Regents requires two semesters, each with 15 instructional weeks. The attached Executive Committee calendar meets this requirement, with 15 instructional weeks *plus* an additional weeks of final exams. In other words, the attached "Executive Committee Proposed Calendar" contains 15 instructional weeks (as defined and required by USG / federal policy) for both fall and spring semester, plus an additional week of final exams in both semesters (that is, finals are *not* included in our 15 instructional weeks).

In contrast, the EAC calendar contains 16 instructional weeks (as weeks are defined by USG / federal policy), plus an additional week of final exams after that. That is to say, the EAC calendar is a week longer than USG policy requires.

The start dates on this Executive Committee Proposed Calendar align with the start dates at Georgia State University (which already has their 2018-2019 calendar posted), and retains the same ending dates and final exam periods as the EAC calendar. In other words, this Executive Committee Proposed Calendar establishes a semester start date that aligns with other USG research institutions, in order to be responsive to the requests of the Student Government Association (SGA had requested that we align our start date with other schools in Georgia so that students will not be disadvantaged for work, internship, conference, experiential learning, and study abroad opportunities relative to their peers at other institutions).

Both calendars will be discussed and voted on at the March University Council meeting. My hope is that this cover letter will clear up some common misconceptions about terminology and policy that have plagued earlier discussions.

In summary:

- Two calendars will be considered at the March Council meeting
- Both calendars meet ALL USG / federal guidelines that govern our calendar policy
- The Executive committee calendar has 15 instructional weeks (as defined by USG / federal policy) and a start date that aligns with other USG research institutions
- The EAC calendar has 16 instructional weeks and an earlier start date than other USG research institutions
- Neither of these calculations of length of instructional term “count final exams” as part of the instructional term

Please feel free to contact me (or other members of executive committee) with any questions or concerns between now and the March 22, 2017 meeting of University Council.

Janet Frick, Ph.D.

Chair, Executive Committee, University Council

Associate Professor and Associate Department Head, UGA Department of Psychology

jfrick@uga.edu

706-542-6790

Academic Calendar for 2018

Submitted to University Council from the Executive Committee

Fall Semester 2018
Based on 50 minute classes (MWF), 75 minute classes (TTH), 14 weeks of classes + Exams

Orientation/Advisement	August 16	Thursday
Registration	August 17	Friday
Classes Begin	August 20	Monday
Drop/Add	August 20-24	Monday-Friday
Holiday: Labor Day – No Classes	September 3	Monday
Midterm	October 8	Monday
Withdrawal Deadline	October 22	Monday
Fall Break	October 26	Friday
Last Day of Classes Prior to Thanksgiving Break	November 16	Friday
Thanksgiving Break	November 19-21	Monday-Wednesday
Holidays: Thanksgiving	November 22-23	Thursday-Friday
Classes Resume	November 26	Monday
Friday Class Schedule in Effect*	December 4	Tuesday
Classes End	December 4	Tuesday
Reading Day	December 5	Wednesday
Final Exams	December 6-12	Thursday – Wednesday
Commencement	December 14	Friday
Grades Due	December 17, 5 PM	Monday, 5 PM

***Note: For the Fall Semester 2018, the University will operate a Friday class schedule on Tuesday, Dec. 4.** This is done to equalize the class minutes between MWF and TTH classes and to provide an equal number of class minutes for courses which may meet only once a week.

Academic Calendar for 2019

Submitted to University Council from the Executive Committee

Spring Semester 2019 Based on 50 minutes classes (MWF), 75 minutes classes (TTH), 14 weeks of classes + Exams
--

Orientation/Advisement	Jan.10	Thursday
Registration	Jan.11	Friday
Classes Begin	Jan. 14	Monday
Drop/Add	Jan. 14-18	Monday-Friday
Holiday: Martin Luther King Jr. Day	Jan. 21	Monday
Midterm	March 4	Monday
Last Day of Classes Prior to Spring Break	March 8	Friday
Spring Break	March 11-15	Monday–Friday
Classes Resume	March 18	Monday
Withdrawal Deadline	March 25	Monday
Classes End	April 30	Tuesday
Reading Day	May 1	Wednesday
Final Exams	May 2-8	Thursday-Wednesday
Commencement	May 10	Friday
Grades Due	May 13, 5 PM	Monday, 5 PM

Summer 2019

May Session, Based on 150 minutes daily, 15 days of classes

Registration	May 14	Tuesday
Classes Begin	May 15	Wednesday
Drop/Add	May 15-16	Wednesday-Thursday
Midterm	May 24	Friday
Withdrawal Deadline	May 24	Friday
Holiday: Memorial Day	May 27	Monday
Classes End	June 5	Wednesday
Final Exams	June 6	Thursday
Grades Due	June 10, 5 PM	Monday, 5 PM

Extended Summer Session: Based on 205 minutes per week for 11 weeks (2250 minutes for a 3 hour course).

Registration	May 14	Tuesday
Classes Begin	May 15	Wednesday
Drop/Add	May 15-21	Wednesday-Tuesday
Holiday: Memorial Day	May 27	Monday
Midterm	June 24	Monday
Withdrawal Deadline	June 24	Monday
Holiday: 4 th of July	July 4	Thursday
Classes End	July 31	Wednesday
Final Exams	August 1-2	Thursday-Friday
Grades Due	August 5, 5 PM	Monday, 5 PM

Thru Term: Based on 60 minutes daily, 38 days of classes

Orientation	June 5	Wednesday
Advisement/Registration	June 6	Thursday
Classes Begin	June 7	Friday
Drop/Add	June 7-13	Friday-Thursday
Midterm	July 3	Wednesday
Withdrawal Deadline	July 3	Wednesday
Holiday: 4th of July	July 4	Thursday
Classes End	July 31	Wednesday
Final Exams	August 1-2	Thursday-Friday
Grades Due	August 5, 5 PM	Monday, 5 PM

Short Session I: Based on 120 minutes daily, 19 days of classes

Orientation	June 5	Wednesday
Advisement/Registration	June 6	Thursday
Classes Begin	June 7	Friday
Drop/Add	June 7-10	Friday-Monday
Midterm	June 20	Thursday
Withdrawal Deadline	June 20	Thursday
Classes End	July 3	Wednesday
Holiday: 4th of July	July 4	Thursday
Final Exams	July 5	Friday
Grades Due	July 8, 5 PM	Monday, 5 PM

Short Session II: Based on 120 minutes daily, 19 days of classes

Orientation/Advisement/Registration	July 5	Friday
Classes Begin	July 8	Monday
Drop/Add	July 8-9	Monday-Tuesday

Midterm	July 19	Friday
Withdrawal Deadline	July 19	Friday
Classes End	August 1	Thursday
Final Exams	August 2	Friday
Grades Due	August 5, 5 PM	Monday, 5 PM