11.99.99.C0.04 Academic Calendar Approval

Revised: July 14, 2022
Next Scheduled Review: July 14, 2027
Revision History

Procedure Summary

Texas A&M University-Corpus Christi maintains its academic calendar through a university-wide review process. This procedure establishes a process for the development and approval of the academic calendar to ensure that important academic dates are scheduled four (4) years in advance.

Procedure

1. GENERAL

   The academic calendar development process includes input from various university units and enables coordination of scheduling 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. CALENDAR COMMITTEE STRUCTURE

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

   2.2. Membership details and the committee's overall purpose may be found on the university's committees and councils webpage.

   2.3. The Calendar Committee will be led by the University Registrar.

   2.4. The University Registrar 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 analyzes previous academic calendars on a 4-year

cycle (including the current year) and makes recommendations for new academic calendars to the University Registrar. The committee also evaluates existing calendars to propose changes as needed. Proposed revisions to the calendar must be made at least one (1) academic year ahead of the current calendar.

3.2. The University Registrar creates a new working calendar and then distributes it to impacted units for review and comment. This working calendar will be three (3) years out to assist academic units and university personnel in planning for future calendar events. The University Registrar will then gather comments from various units and revise the calendar as appropriate. Revisions must be made at least one (1) academic year ahead to the current calendar. 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 and Vice President for Academic Affairs (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 University Registrar 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*

Contact Office

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