Guiding Principles for Developing the UW-River Falls Academic Calendar

From Wisconsin Statutes:

36.11(16) COMMENCEMENT OF FALL SEMESTER. The board shall ensure that no fall semester classes at any institution, except medical school classes and 4th year classes at the school of veterinary medicine, commence until after September 1.

From UW-System Regent Policy Documents:

CALENDAR, ACADEMIC

4.13 ACADEMIC CALENDAR POLICY  (History: Res. 6290 adopted 12/11/92. Formerly 92-9)

Contingent upon legislative repeal of the statute mandating the post-September 1 starting date for formal classes at UW System institutions, all UW System institutions shall develop academic calendars that provide: 39 weeks in the contractual period for faculty and staff; 34 weeks of organized services, a minimum of 150 days of classroom instruction (or a UW System-approved alternative); and even-length semesters.

All UW System institutions shall substitute "winter break" and "spring break" for "Christmas vacation" and "Easter vacation." Other holidays, such as Martin Luther King Day and Good Friday, shall be referred to by the name designated by the state.

From the UW-RF Faculty and Academic Staff Handbook:

3.3 Faculty By-laws
Article III: Standing Committees
Section G - Calendar Committee

[FS 06/07 #42, #84]

1. Membership: Five faculty members appointed by the Faculty Senate (one from each college and the Fourth Division), the Provost (or designee), the Registrar (or designee), the Director of Outreach (or designee), and a student appointed by the Student Senate [FS 06/07 #84]

2. Term of Office: Three years for faculty and academic staff, one to two members appointed each year. One year for students.

3. Duties:
   a. To provide calendar recommendations to the Faculty Senate using the following guidelines:
      1) The academic calendar shall conform in its entirety to the faculty contract period of 39 contiguous weeks per academic year, including Fall and Spring Semesters.
      2) Under the balanced calendar framework, both Fall and Spring semesters shall each consist of one week of pre-class advising, 14 weeks of classes, one week of final exams, and one week of grading, for a minimum length of 17 weeks per semester. The two semesters, plus five weeks of interims, Spring Break, and administrative weeks, shall constitute the 39-week academic year.
      3) The scheduling of a study day is required between the last day of regular classes and the first day of final exams every semester.
      4) The deadline for submission of final course grades to the Registrar’s Office shall be not less than five full
working days (not including Saturdays, Sundays, and holidays) after the last day of final exams.
b. To provide policy recommendations regarding both the calendar and calendar scheduling to the Faculty Senate.

8.2.13 Final Examinations

UWRF requires the scheduling of a study day between the last day of regular classes and the first day of final exams every semester. Any day of the week except Sunday may be designated as the study day.

8.2.14 Final Grades

The class rosters with final grades recorded on them are due in the Registrar’s Office on or before the fifth working day following the last scheduled examination. The instructor is responsible for checking the accuracy of the information on each grade roster. [FS 04/05 #19]

9.5.1 Academic Calendar

http://www.uwrf.edu/registrar/2dates-cal-finals.htm

The regular academic year calendar covers a full nine-month period which is the basis for academic year appointments. The contractual academic year consists of 39 weeks and includes not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining. The academic year should ordinarily begin no earlier than one week before the first day of scheduled campus registration for the fall term and should end no later than one week after the last day of scheduled classes or examinations in the spring.
Former language regarding the calendar:

9.4 The Calendar

9.4.1 Academic Year

The regular academic year calendar covers a full nine-month period which is the basis for academic year appointments. The contractual academic year shall consist of 39 weeks and shall include not fewer than 34 weeks of organized services for students including classroom instruction, registration, advising, and examining. The academic year should ordinarily begin no earlier than one week before the first day of scheduled campus registration for the fall term and should end no later than one week after the last day of scheduled classes or examinations in the spring.

UW-River Falls Balanced Calendar Policy (April 10, 2002)

Each semester will consist of 1 week of advising/registration and faculty development, 14 weeks (70 days) of instruction, 1 week of final exams and 1 week of grading. Concurrently, class periods will be lengthened from 50 minutes to 55 minutes each.

Be it resolved:
1. The instructional period for each semester will include equal numbers of Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. When necessary, days of the week will be renamed to achieve balance.
2. Spring semester will always start on the Monday following Martin Luther King, Jr. holiday.
3. A grading period of one week following spring semester will be included within the 39-week faculty contract period.
4. The template for the daily class schedule will be:

<table>
<thead>
<tr>
<th>M-W-F Classes</th>
<th>T-Th Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:00-8:55</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:05-10:00</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:10-11:05</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:15-12:10</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:20-13:15</td>
</tr>
<tr>
<td>Period 6</td>
<td>13:25-14:20</td>
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<tr>
<td>Period 7</td>
<td>14:30-15:25</td>
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<tr>
<td>Period 8</td>
<td>15:35-16:30</td>
</tr>
<tr>
<td>Period 9</td>
<td>16:40-17:35</td>
</tr>
</tbody>
</table>

Prepared December 2, 2010