

**Office of the Chancellor
Pennsylvania's State System of Higher Education
Procedures and Standards for University Operations**

**Procedure/Standard Number 2022-56
Academic Calendar Procedure and Standard**

Approved by: _____



Chancellor

Date: 7-21-22

History:

Board policy requires all universities in Pennsylvania's State System of Higher Education to adhere to commonly agreed upon academic calendar parameters, which are set forth in this procedure and standard.

Related Policies, Procedures, or Standards:

[Policy 2002-04-A: Academic Calendar](#)

Key Words, Categories:

Academic calendar

I. Introduction:

This Procedure/Standard provides commonly agreed upon academic calendar parameters referenced in the Academic Calendar policy. Previously, these procedural elements were previously embedded in the policy and are now included in this document to allow the policy to focus on the strategic directive and move operationalization details to this document. This procedure and standard may be modified following consultation with appropriate stakeholders.

II. Procedure/Standards

A. Academic Calendar Parameters:

1. Each State System university may choose the first day of its academic calendar during a two-week period established by the Office of the Chancellor after consultation with the university presidents.
2. There will be no less than three (3) weeks and no more than five (5) weeks between the fall and spring semesters.
3. State System universities will adhere to the number of instructional weeks per semester required by the applicable collective bargaining agreements (CBA).
4. Academic calendars will deliver the equivalent of 70 instructional days during the fall and spring semesters. Final exams are one additional calendar week (up to five [5] days) each semester.
5. Each university calendar must address the contractual bargaining agreements and implications for minor and major holidays.
6. The major holidays for which campuses and the Office of the Chancellor are closed include: Martin Luther King Day, Memorial Day, Juneteenth,

July 4th, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

7. The minor holidays include: Presidents Day, Veterans Day, and Columbus Day. Each of the universities, as well as the Office of the Chancellor, has the discretion to use minor holidays as they see fit.
8. The State System and its universities have a common payroll system and as such, the Office of the Chancellor will establish a common payroll/administrative calendar for the academic year's pay dates that applies to all universities, regardless of the start or end date for each university's academic calendar.
9. State System universities will provide their academic calendars three (3) years in advance to the Office of the Chancellor to include fall, winter, spring, and summer terms.

- B. Academic Calendar Parameters Established by Chancellor and University Presidents:** The chancellor, working with the university presidents, establishes the academic calendar parameters. Exceptions for extenuating circumstances may be granted by the chancellor for a State System university after consultation with the university presidents.

III. Effective Date:

This Procedure/Standard is effective immediately.