



| | | | |
|---------------------------|---|-----------------------|------------------|
| POLICY TITLE | Institutional Calendar | Policy Number | 111 |
| Section | Governance, Organization, and General Information | Approval Date | January 21, 1993 |
| Responsible Office | | Effective Date | January 21, 1993 |

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Each year the academic calendar is approved by the President's staff. The procedure for developing the academic calendar has been established:

4.1.1 The Academic Calendar Committee is a university-wide committee.

4.1.2 The Academic Calendar Committee includes representation from the Faculty Senate, PACE, students, and administration. Communication with each constituency represented is the responsibility of the appropriate committee members.

4.1.3 The Academic Calendar Committee is chaired by a member of the Vice President for Academic Affairs' staff and begins its work by October 1 of each year.

4.1.4 The Academic Calendar Committee makes its recommendation to the Vice President for Academic Affairs not later than December 1 of each year.

4.1.5 The Vice President for Academic Affairs makes the recommendation to the President. The President consults with the President's staff and then makes the final decision on the calendar by December 15 of each year.

5.0 PROCEDURES



UTAH VALLEY UNIVERSITY

Policies and Procedures

| POLICY HISTORY | | |
|----------------------------|---|---------------------------|
| Date of Last Action | Action Taken | Authorizing Entity |
| September 26, 2023 | Removed extra space in the policy title and fix small formatting issues in 1.0 | Policy Office |