

Academic Calendar Guidelines and Process

The following guidelines are to be used by the Registrar in developing a draft of the undergraduate academic calendar. Once prepared, the Registrar's draft is to be reviewed by the provost. The provost presents a draft calendar to President's Council for review after which a draft goes to the Faculty Assembly for consideration. The authority to adopt the calendar rests with the Faculty Assembly. Once approved by the Faculty Assembly the calendar shall be published.

The graduate academic calendar follows the same process as above except that the Graduate Council shall review the Registrar's draft before it is submitted to the provost.

General Policies

In accordance with federal financial aid regulations, Fall and Spring semesters in the undergraduate academic calendar are 15 weeks in duration, a period of time that includes Final Exam Week. A "week" is defined as any calendar week in which classes meet for at least one class day. For most courses a "class day" is any day Monday through Friday, although for some courses a "class day" may include Saturday. No classes are to be held on school holidays.

Graduate calendars may differ from undergraduate calendars. Graduate programs must publish their schedules on a regular basis and inform their students of changes to those schedules in a timely manner.

Calendars are to be adopted at least two years in advance of their starting date and may be amended in accordance with the usual process for calendar adoption.

Guidelines for the Undergraduate Academic Calendar

Summer Semester

Summer Semester for undergraduates starts one week after Spring Commencement (normally the first week of June). It is 9 weeks in duration and is organized as follows:

- Summer Term I – 4 weeks that include 19-20 class days
- Summer Term II – 4 weeks that include 19-20 class days
- Workshop week.

Memorial Day and Independence Day are school holidays. No classes are held and offices are closed.

The Summer Semester calendar must allow residence halls to be cleared of occupancy at least two weeks prior to the start of New Student Orientation for Fall semester.

Fall Semester

Fall Semester is 15 weeks in duration. Fall Semester begins the day after Labor Day except when doing so results in fewer than two weeks between the end of Fall Semester and the first class day in J-term, or fewer than two full weeks between Thanksgiving Break and Finals Week.

Labor Day is a school holiday. No classes are held and offices are closed.

Fall Semester shall begin on a Monday or Tuesday.

Convocation is held at 9:00AM on the first day of classes in Fall Semester. If this falls on a Monday classes resume at 11:15AM; if this falls on a Tuesday classes resume at 11:50AM.

Fall Mid-Semester Break is the Friday of the 7th week of classes.

If Veterans Day falls on a Tuesday or Thursday, classes shall end at 10:55AM and resume at 11:50AM. If Veterans Day falls on a Monday, Wednesday or Friday the class schedule is not affected and Chapel may be devoted to recognition of the day.

Thanksgiving Break begins at 1:35PM on the Wednesday before Thanksgiving. Classes resume at 8:00AM the following Monday. PLU offices are closed on Thursday and Friday of Thanksgiving Break.

Fall Semester grades are due no later than one business day prior to the beginning of J-term. Here, a “business day” is defined as a day in which PLU offices are open.

January Term

J-term is 4 weeks (19-20 class days) in duration and should begin no sooner than two calendar weeks after the end of the preceding Fall Semester.

Birthday of Martin Luther King, Jr. is a school holiday. No classes are held and offices are closed.

J-term grades are due no later than one business day prior to the start of Spring Semester. Here, a “business day” is defined as a day in which PLU offices are open.

J-term Study Away courses must return by the last day of the J-term, must conform to the standard deadlines for submission of grades and may not extend any deadlines into Spring Semester.

Spring Semester

Spring Semester is 15 weeks in duration and should begin no sooner than one calendar week after the end of J-term unless doing so will result in Spring Semester ending after Memorial Day weekend. If that would occur, Spring Semester may begin directly after J-Term.

Spring Semester may begin on any day of the week.

Presidents Day is a school holiday. No classes are held and offices are closed.

Spring Break begins after seven weeks of the semester and is one week in duration. Classes resume at 8:00AM on the Monday following Spring Break.

When Easter falls at the beginning of Spring Break, Good Friday is a school holiday and classes resume on Monday after Spring Break at 8:00AM.

When Easter falls at the end of Spring Break, classes resume on Monday at 8:00AM following Spring Break.

When Easter is separate from Spring Break, Good Friday is a school holiday and classes resume on Monday at 8:00AM.

Commencement is on Saturday following the last day of Final Exam Week and takes place no later than Memorial Day weekend.

Spring Semester grades are due no later than one business day prior to the start of Summer Term I. Here, a “business day” is defined as a day in which PLU offices are open.

Adopted by the Faculty, April 12, 2013.