



POLICY TITLE:

Academic Calendar

APPLIES TO:

Students, Faculty, Staff, Administration

ADMINISTRATIVE AUTHORITY:

Division of Academic & Student Affairs

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

To facilitate effective long-term planning for its campus community, Kentucky State University (KSU) shall create and publish official academic calendars at least two (2) years in advance. The annual academic calendar will be constructed by the Division of Academic & Student Affairs in accordance with this policy, its implementing regulations, Kentucky state law, and Kentucky Council on Postsecondary Education (CPE) requirements.

DEFINITIONS:**Academic Year**

A period of at least thirty (30) weeks, comprised of academic terms that begin on the first day of classes and end on the last day of classes or examinations.

Semester

An academic term, typically fifteen (15) to eighteen (18) weeks in duration, that serves as a division of the

academic year.

PROCESS:

Calendar Construction and Publication

The Division of Academic & Student Affairs is responsible for collaboratively constructing and publishing KSU’s official academic calendars in accordance with the accompanying Academic Calendar Regulation.

Deviations from Regulation

If the Division of Academic & Student Affairs must propose a calendar that deviates from the principles established in the Academic Calendar Regulation, the proposed calendar must first be approved by the Division of Finance & Administration and the Office of Human Resources before it can be finalized.

Standard Approval

Individual academic calendars that are constructed in full compliance with the Academic Calendar Regulation do not require separate approval from the Faculty Senate, Human Resources, or the Division of Finance & Administration.

REFERENCES AND RELATED MATERIALS:

- Academic Calendar Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2023	Michael Dailey, Scott Wicker, and Zach Atwell
Substantive Revision	June 2025	Zach Atwell
