



REGULATION TITLE:

Academic Calendar

APPLIES TO:

Students, Faculty, Staff, and 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

REGULATION STATEMENT:

This regulation implements the Academic Calendar Policy by establishing the specific, operational framework for the construction of the academic calendar. It provides the standardized rules for the organization of the academic year and the scheduling of all semesters and sessions.

DEFINITIONS:

Academic Holiday

A day on which instruction and classes are not held and assignments are not due. If an assignment deadline falls on an academic holiday, it is automatically extended to the next day of instruction. Official KSU holidays treated as academic holidays include, but are not limited to, Labor Day, Thanksgiving Day, the day after Thanksgiving, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Juneteenth, the December holiday period, and Election Day in presidential election years.

Instructional Days

Any Monday through Friday in which classes are in session.

Instructional Time

Scheduled class time where students are actively engaged in a learning activity facilitated by the instructor of record. This does not include orientation, counseling, homework, vacation, or holidays.

Instructional Week

Any seven-consecutive-day period in which at least one (1) day of regularly scheduled instruction or examination occurs.

Semester Length

An academic term consisting of no fewer than fifteen (15) and no more than eighteen (18) calendar weeks of instructional time.

Summer Session

The academic period between the spring and fall semesters.

PROCESS:

Organization of the Academic Year

The Academic Year consists of a Fall Semester, a Spring Semester, and a Summer Session.

- Each Fall and Spring semester shall contain at least fifteen (15) instructional weeks.
- The Summer Session shall last eight (8) weeks. Summer offerings must be based on a sustainable and fiscally responsible model that meets student needs.
- Final grades for all courses must be posted in the learning management system and submitted to the Office of the Registrar no later than three (3) days after the final examination is administered. Any exceptions require grades to be submitted by the close of business on the Monday immediately following the final examination period.

Fall Semester

The fall semester shall begin on the second Monday of August and conclude before the official December holiday break.

- **Week 0 (Faculty Return):** The week beginning on the second Monday of August is for faculty professional development, meetings, and conferences. Student activities may also be scheduled during this week.
- **Week 1 (Instruction Begins):** The first day of instruction is the third Monday of August.
- **Labor Day:** Observed as an academic holiday.
- **Mid-Semester Exams:** Held during week eight (8) of instruction, typically the second week of October. Mid-semester grades and attendance records are due in the learning management system and Banner by the close of business on Friday of this week.

- **Fall Break:** The Monday and Tuesday of week nine (9) are an academic holiday.
- **Election Day:** Observed as an academic holiday in presidential election years.
- **Veterans Day:** Observed as an academic holiday.
- **Academic Planning:** Pre-registration for the Spring and Summer terms begins on the first day of November.
- **Thanksgiving Break:** The federal Thanksgiving holiday and the following Friday are an academic holiday.
- **Last Day of Instruction:** The Friday of the sixteenth (16th) week of instruction. Final gradebooks and attendance must be posted by the close of business.
- **Final Exams:** The final examination period runs for four days, from the Monday to Thursday immediately following the last day of instruction.
- **Graduating Senior Finals:** For seniors who have applied for graduation, final exams will begin on Monday of the last week of instruction and conclude on Friday of that week. Final grades for these seniors are due three (3) days after the exam is administered.

Spring Semester

The spring semester shall begin on the second Monday of January and conclude before the last Friday in May.

- **Week 0 (Faculty Return):** The week beginning on the second Monday of January is for faculty professional development, meetings, and conferences. Student activities may also be scheduled during this week.
- **Week 1 (Instruction Begins):** The first day of instruction is the third Monday of January.
- **Martin Luther King, Jr. Day:** Observed as an academic holiday.
- **Presidents' Day:** Observed as an academic holiday.
- **Mid-Semester Exams:** Held during week eight (8) of instruction, typically the second week of March. Mid-semester grades and attendance records are due in the learning management system and Banner by the close of business on Friday of this week.
- **Spring Break:** The entire ninth (9th) week of instruction is designated as an academic holiday.
- **Academic Planning:** Pre-registration for the Summer and Fall terms begins on the first day of April.
- **Last Day of Instruction:** The Friday of the seventeenth (17th) week of instruction. Final gradebooks and attendance must be posted by the close of business.
- **Final Exams:** The final examination period runs for four days, from the Monday to Thursday immediately following the last day of instruction.

- **Graduating Senior Finals:** For seniors who have applied for graduation, final exams will begin on Monday of the last week of instruction and conclude on Friday of that week. Final grades for these seniors are due three (3) days after the exam is administered.
- **Commencement:** Ceremonies will be held on the Friday immediately following the final examination period.

Summer Session

The summer session shall begin on the Tuesday immediately following Memorial Day and conclude before the first Friday in August.

- **Memorial Day:** Observed as an academic holiday.
- **Week 0 (Faculty Return):** The week of Memorial Day is for faculty professional development, meetings, and conferences. Student activities may also be scheduled during this week.
- **Week 1 (Instruction Begins):** The first day of instruction is the Monday immediately following Memorial Day weekend, typically the first Monday in June.
- **Juneteenth:** Observed as an academic holiday.
- **Mid-Semester Exams:** Held during week four (4) of instruction, typically the last week of June. Mid-semester grades and attendance records are due by the close of business on Friday of this week.
- **Independence Day:** Observed as an academic holiday.
- **Academic Planning:** Pre-registration for the Fall and Spring semesters begins on the first day of July.
- **Last Day of Instruction:** The fourth Friday of July. Final gradebooks and attendance must be posted by the close of business.
- **Final Exams:** The final examination period runs for two days, on the Monday and Tuesday immediately following the last instructional day.
- **Final Grade Deadline:** All summer session final grades are due by the close of business on the Friday of the final examination period.

REFERENCES AND RELATED MATERIALS:

- Academic Calendar Policy

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)	June 2025	Zach Atwell
