

Drake University Academic Calendar Guidelines for Construction
Faculty Senate amended Dec 2013 first approved Nov 2012

Principles and Procedures for Academic Calendar Construction and Approval

- The Faculty Senate shall be responsible for creation and approval of Drake University Academic Calendar
- The Faculty Senate Secretary shall present a proposed calendar to the Faculty Senate Executive Committee for the Faculty Senate agenda consideration no later than March first of each year. The calendar presented will be for the academic year that begins 38 months beyond that March. (e.g.: by March 2013; the 2016-2017 academic year which begins in late May 2016 will be presented to the Executive Committee.)
- The Faculty Senate shall review and confirm the academic calendar which is one year in advance. (e.g.: by May 2013; the 2014-2015 academic year which begins in May 2014 receives confirmation). Except in unusual circumstances, no changes shall be made to the calendar after this confirmation.
- The Faculty Senate Executive Committee may present to the Faculty Senate more than one future academic calendar at one time. The Faculty Senate shall present at least one academic calendar each year.
- The School of Law prepares and approves its academic calendar. The Law faculty will approve an opening fall semester date. Because the University summer ending date must precede both the Law School fall beginning date and the University fall beginning date, the Faculty Senate will not set the summer ending date until the Law School has set the Law School beginning date. The Law School must inform the Faculty Senate once any academic calendar is approved or updated.

Summary Guidelines

1. The Drake University academic year is comprised of summer, fall, J-Term, and spring terms.
2. Summer term begins the Monday following spring Commencement and ends the Sunday immediately preceding the first day of fall semester.
3. The fall term shall be at least 15 class weeks in length, with at least 68 class days, and typically shall start during the last week of August.
4. J-Term shall include at least 14 class days, typically spread over three calendar weeks.
5. The spring term shall be at least 15 class weeks in length, with at least 68 class days, and will start the Monday after the conclusion of J-Term.
6. The Faculty Senate may vote to override the following guidelines to meet exigencies attendant to any specific year.

Fall Term

1. Start Dates
 - Generally, both the day and evening classes for the fall term shall begin on the Monday before Labor Day. Day and evening classes will begin concurrently.
 - The fall term may, however, begin on a different day, particularly during unique calendar years.
2. Length
 - The fall term will consist of at least 68 class days.
 - The term shall include 14 instructional weeks and one Final Evaluation week.
3. Mid-Semester Holidays and Breaks

- Classes shall not meet on Labor Day.
- There shall be a two-day Fall Break on Monday/Tuesday in October after the seventh calendar week in the fall semester and occurring either on the second or third week in October.
- The mid-point of the fall semester will be the Wednesday following the Fall Break.
- Classes shall be recessed after evening classes on the Tuesday before Thanksgiving and shall resume at the time of the first regularly scheduled class on the following Monday.
- There shall be one day free for study other than a Saturday or Sunday between the last day of classes and the beginning of the Final Evaluation period.

4. End Dates

- The last day of the fall Final Evaluation period shall be no later than December 20th as long as there is at least a four-day Final Evaluation period.
- In unique calendar years, so long as the minimum number of class days is satisfied, the Final Evaluation period may span across a weekend.
- A Commencement ceremony will be held no later than December 21st. The ceremony may be held on a Saturday or Sunday.

January Term

1. Start Dates

- J-term learning experiences will begin no earlier than January 3rd. J-term can start on any day Monday through Friday.
- Travel for study-seminar away experiences may begin before the beginning date of the term.

2. Length

- The J-term shall consist of at least 14 class days, during three calendar weeks.

3 Mid-Semester Holidays and Breaks

- Classes shall not meet on Martin Luther King Jr. Day.

4. End Dates

- The J-term does not include a stated Final Evaluation period.
- The last day of J-term shall be no later than January 27th.

Spring Term

1. Start Dates

- Generally, both the day and evening classes for the spring term shall begin on the Monday following the end date of the J-term.
- The spring term may, however begin on a different day, especially during unique calendar years.

2. Length

- The spring term will consist of at least 68 class days.
- The term shall include 14 instructional weeks, one Final Evaluation week and one Spring Break week.

3. Mid-Semester Holidays and Breaks

- The mid-point of the spring semester will be at the end of the seventh instructional week.
- There shall be a recess of five class days at or about the mid-point of the spring semester. To the extent possible, this recess should correspond to the spring recess schedule of the Des Moines Public Schools. The dates for Spring Break for a particular academic year need not be approved when that academic calendar is approved by Faculty Senate. The dates for Spring Break must be approved by Faculty Senate.
- Classes shall meet until 1:50 p.m. on the Friday of Drake Relays Weekend.
- There shall be one day free for study other than a Saturday or Sunday between the last day of classes and the beginning of the Final Evaluation period.

4. End Dates

- The last day of the spring Final Evaluation period shall be no later than May 17th as long as there is at least a four-day Final Evaluation period.
- In unique calendar years, so long as provided that the minimum number of class days is satisfied, the Final Evaluation period may span across a weekend.
- A Commencement ceremony will be held no later than May 19th. The ceremony may be held on a Saturday or Sunday.

The Summer Session

1. Start Dates

- Generally, for both the day and evening classes, the summer session shall begin the Monday immediately following May Commencement.

2. Length

- The summer session will typically be comprised of at least 68 class days, though occasionally it may be longer.
- The summer session courses may be offered in blocks of weeks as determined by the colleges or school, however the courses must meet the number of hours of work required to fulfill a credit hour as defined in the Drake University definition of a credit hour.

3. Mid-Semester Holidays and Breaks

- Classes shall not meet on Memorial Day.
- Classes shall not meet on Independence Day. When the 4th of July falls on a Saturday, classes shall not meet on July 3rd. When July 4th occurs on a Sunday, classes shall not meet on July 5th.

4. End Dates

- The ending date of the summer term shall be the Sunday immediately before the opening day of classes in the fall term (either the University classes or Law School classes, whichever is earlier).

Deadline for Submission of Grades (approved March 2012; amended Dec 2013)

The following deadlines do not apply to the School of Law

- A. Course grades for the Fall term shall be due at 10:00 a.m. on the fifth calendar day following the last day of the final evaluation schedule.

- B. Course grades for J-Term shall be due by 10:00 a.m. on the twelfth calendar day following the end date of the class
- C. Course grades for the Spring term shall be due at 10:00 a.m. on the fifth calendar day following the last day of the final evaluation period.
- D. Dates for summer classes, as posted in the schedule of classes, signify the date on which the class begins meeting and the end date (i.e., the last date on which the class will meet). Final grades for summer classes are due by 10:00 AM on the fifth calendar day following the end date of the class.
However, the instructor may establish a due date for completion of class work that extends beyond the stated end date of the class, but is no later than the last day of the summer term. This extension must be clearly stated in both the schedule of classes and in the class syllabus. For the extensions, final grades will be due by 10:00 AM on the fifth calendar day following the stated due date for completion of class work.
- E. If University offices are closed at the time set by these guidelines, course grades shall be due by 10:00 AM on the day that the University offices next open thereafter.