
APPLIES TO: All academic programs and courses

ISSUED: *March 17, 2022*

KEYWORDS: academic, term, year, calendar

EFFECTIVE: *March 17, 2022*

PURPOSE:

To define and describe the academic year and calendar as recognized by the institution and provide guidelines for customization thereof by each program of study

DEFINITION OF TERMS IN THIS POLICY:

1. **Academic calendar:** a calendar indicating key dates and deadlines for important academic requirements and/or activities including, but not limited to, the start and end dates of classes, holidays, final exam days, and registration dates
2. **Academic term:** the main timeframes within the academic year
3. **Academic year:** the period of time each calendar year when the institution is open and people are actively engaged in coursework; is broken up into academic terms
4. **Calendar year:** the one-year period that begins on January 1 and ends on December 31

POLICY DETAILS:

The academic year at Kettering College consists of three 15-academic week semesters, or the equivalent contact time. The academic year begins with the Fall semester of one calendar year and ends at the termination of the following Summer semester.

A semester is generally 15 weeks of instruction, including final exam week, over 16 calendar weeks. This is to accommodate holidays and scheduled institutional breaks. The Summer semester is often accelerated and generally consists of 10 weeks of instruction, including final exams, over 10 calendar weeks. The equivalent amount of time is spent in face-to-face instruction during a 10-week term as is spent in a 15-week term.

The academic calendar is developed by the Office of the Academic Dean approximately 5-10 years ahead of time and published online and in the academic bulletin approximately one year in advance.

Program variations in the academic calendar, e.g., semester start/stop dates, duration, etc., are published in program materials.

RESOURCES/REFERENCES:

Related KHN Policy: N/A
Maintained by: Office of the Academic Dean

HISTORY OF REVISION:

Original date: TBD
Revision dates: N/A