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The annual academic calendar will be constructed in accordance with state law, the Kentucky Council on Postsecondary Education, and the principles of the Academic Calendar Policy.

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Academic Holidays mean neither instruction and classes are held, nor are assignments made due, on the academic holiday. If an instructor has made an assignment due on an academic holiday, then it actually is not due until instruction and classes begin after the end of the academic holiday. Official University holidays shall be treated as academic holidays are Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Martin Luther King's birthday, Memorial Day, Independence Day, the December holiday period, and Election Day in presidential election years.

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A policy whose scope of enforcement primarily affects the faculty members alone.

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Operational guidelines that apply institution-wide and require approval only from University Counsel and the President.

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Academic year means a period of time that is at least thirty (30) weeks in length, counting periods of time (terms) that begin on the first day of classes (instruction) and end on the last day of classes (instruction) or examinations.

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Instructional days mean any weekday, Monday through Friday, in which classes are in session.

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Instructional time consists of scheduled class time spent in direct instruction, assessment, and evaluation where undergraduate or graduate students are expected to be actively engaged in a learning activity facilitated by the instructor on record. Instruction

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An academic semester means a period of time that shall consist of no fewer than fifteen (15) calendar weeks and no more than eighteen (18) calendar weeks of instructional time. The inclusion of breaks or holiday within any particular semester shall be at the discretion of the institution so long as the institution is in compliance with the criteria for awarding semester credit hours.

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Summer session means the period in the academic calendar between the spring and the fall semester.

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Kentucky State University

Academic Calendars will be constructed by the Division of Academic and Student Affairs based on the Academic Calendar Policy and published at least two years in advance or more.

#### Section 1. Organization of the Academic Year:

The Academic Year shall consist of a Fall Semester and a Spring Semester, each lasting at least fifteen (15) instructional weeks and an eight (8) week Summer Session. The summer session is directly related to student needs and must adhere to a sustainable, feasible, and fiscally responsible business model.

All grades for each course shall be posted in the learning management system and submitted in WIRED/Banner or due in the Office of the Registrar three (3) days after the final examination is administered for the respective course. Any approved exceptions must submit final grades by the close of business Monday immediately following the final examination period.

#### Section 2. Fall Semester:

The fall semester shall begin in time to permit completion prior to the official University closure for the December holiday break. The fall semester begins on the second Monday of August, termed week zero. Monday through Friday of week zero will be for opening conferences, academic workshops, division meetings, and faculty professional development days. In addition, the Office of Student Affairs may have student programmatic activities and events during week zero as published in their calendar.

2.1. The first day of instruction will begin on the third Monday of August. Therefore, the first week of instruction is termed week one (1).

2.2. Labor Day will be observed as an academic holiday. Therefore, instruction will resume the following day.

2.3. The mid-semester examination period will be held on week eight (8) of the instructional period, which generally coincides with the second week of October. Faculty are required to post mid-semester grades, including an accurate attendance record in both the learning management system and Banner, by the close of business on Friday of the mid-semester examination period.

2.4. The Monday and Tuesday that begin the ninth (9) week of the instruction period immediately following the between





#### 4.4. The mid-