

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Academic Calendars

**NUMBER:** 2:6

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### 1. Academic Terms Defined

Each institution shall operate a fall, spring, and summer term. Fall and spring shall be operated on a semester basis except for the medical school at the University of South Dakota which shall operate on the quarter system. (BR, 1978) Summer term begins the first class day after spring semester ends and continues through the last class day before fall semester begins.

Classes during the summer term typically will begin after the processing days in May and end prior to the processing days in August. Classes may be scheduled during the processing days in May and August under the conditions specified below.

1. Summer term courses scheduled to begin in or to begin and complete during the processing dates in May must be approved by the university Vice President for Academic Affairs.
2. With permission of the university Vice President for Academic Affairs, only the following courses may be scheduled during the processing dates in August: x94, x95, x96, x97, study abroad, and courses associated with programs designed to help students complete remedial course requirements prior to the beginning of the fall term.

A semester shall consist of a minimum of fifteen (15) weeks. The number of class days in a given semester shall be inclusive of those days set aside for registration, new student orientation concurrent with registration, assessment/performance testing and final examinations but exclusive of holidays and days set aside for new student orientation prior to registration. New student orientation may be concurrent with or prior to registration.

Academic guidelines require that all courses offered for credit must involve a minimum of fifteen contact hours over three instructional days for each credit hour awarded.

Courses offered by distance education should have equivalent standards, rigor, student outcomes, substance and assignments as courses offered by face-to-face means. Distance education courses may be scheduled on a semester basis and require that students complete learning experiences on a particular timeline (i.e. each week). Also, distance education courses may be offered asynchronously to allow students maximum flexibility

in participation. Asynchronous courses may or may not necessarily be offered on a semester basis. The required length for a distance education course is determined by course expectations and scheduling. The student will conclude the course upon completion of course requirements. Typically, a one credit hour course lasting for a semester equates to 45 hours of effort by the student.

The academic term for correspondence courses is defined as follows:

1. The start date of a correspondence course is the date the student registers for the course or the start date of the standard term (Fall/Spring/Summer).
2. The length of a correspondence course based on the start date may be one of the following:
  - a. 175 calendar days (approximately 6 months)
  - b. 350 calendar days (approximately 12 months)
  - c. a standard term (Fall/Spring/Summer)
3. The Vice President for Academic Affairs may grant an extension of up to 60 days upon student request.

The academic term for asynchronous Internet courses is defined as follows:

1. The start date of an asynchronous Internet course is the date the student registers for the course or the start date of the standard term (Fall/Spring/Summer).
2. The length of an asynchronous Internet course based on the start date may be one of the following:
  - a. a standard term (Fall/Spring/Summer)
  - b. a flexible schedule other than a standard term (Fall/Spring/Summer)

## **2. Academic Calendar**

Institutions of higher education, under control of the Board of Regents, shall operate on a common academic calendar with common periods during the summer term and the fall and spring semesters at each institution when classes are not in session. The medical and law schools are excluded from the common academic calendar. Academic calendars shall be designed a minimum of two (2) years in advance with annual extensions recommended to the Executive Director by the Council of Presidents and Superintendents no later than the May meeting.

## **3. Holidays**

The schedule of holidays for the institutions of higher education is listed in 4 below. Classes shall not be scheduled to meet on holidays.

1. Class and lab schedule preceding multiple day holidays  
No classes or labs will begin from the originating campus at or later than 5:00 PM on the day preceding a multiple day holiday.
2. Class and lab schedule preceding single day holidays  
The Friday and Saturday class or lab schedules that precede or follow the single Monday holidays will not be changed.

**4. Holiday Schedule for Higher Education Institutions**

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New Years Day	January 1*
Martin Luther King Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4*
Labor Day	First Monday in September
Native American Day	Second Monday in October
Veterans Day	November 11*
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25*

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\*If January 1, July 4, November 11, or December 25 fall on a Sunday, the Monday following shall be observed as the holiday; if they fall on a Saturday, Friday is the holiday. (BR July, 1971, P. 366) (§ 1-5-1 1991)

**5. Drop and Add Period**

The drop/add period is the time period during which students may adjust their academic schedule for the term without financial or academic consequences. The last day of the drop/add period for a course is designated as the census date for that course and is the official date for enrollment reporting. The end of the drop and add period for standard and non-standard courses offered in a semester shall be the date the first 10 percent of the term ends or the day following the first class meeting, whichever is later. When calculating 10% of the term, breaks of five or more days are not included when counting the total number of days but Saturdays, Sundays, and holidays are. Student registrations can only be added to courses after the end of the drop and add period by approval of the chief academic officer of the university.

**6. Census Date**

The census date is the official date for enrollment reporting for a course. The official date for enrollment reporting, or census date, for standard courses shall be the date the first 10 percent of the term ends.

For any non-standard course, the census date must be calculated for the course based on the number of calendar meeting days for the course.

Refer to BOR policy 5:7 for information on refunds.

## **7. Mid Term Date**

The Mid Term Date is determined by counting the number of class days from the beginning of a term and dividing by 2 and rounding up when the number of class days in a term is an odd number. The Mid Term Date is the last day of the first half of the term.

## **8. Date for a Grade of W**

Undergraduate and graduate students who drop a course, or withdraw from the System, shall receive a grade of “W” if that action occurs anytime between the day after the census day for that course and the day that corresponds with the completion of 70 percent of the class days for that course. Likewise, a student who withdraws from the system during that time period also shall receive grades of “W” for all the courses in which he/she is registered. (**Exception:** a student who completely withdraws from the Regental system from the first day of a class(es) until the census date of the class(es) will also have a pseudo course of WD 101 (Undergraduate) or WD 801 (graduate) with a “W” grade entered on their Transcript.) (Refer to policy 5:7.2)

For standard classes, the last day to receive a grade of “W” is determined by calculating 70 percent of the class meeting days in the term, counting from the first day of classes in the term and rounding up if the calculation produces a fractional value greater than or equal to 0.5.

For any non-standard course, the last day to receive a grade of “W” is based on the number of class meeting days for the course, using the method described above.

A notation of the date of withdrawal will be included on the student’s transcript if he/she withdraws from the system. (Refer to policy 5:7.2)

Students may not drop a course or withdraw from the System after the time period specified above. (Refer to policy 5:7.2)

## **9. Date for a Grade of Satisfactory/Unsatisfactory**

Undergraduate and graduate students may choose the Satisfactory/Unsatisfactory grade option within the Drop and Add Period as specified in 2:6.5 above.

**10. Date for an Audit Grade**

Undergraduate and graduate students may choose to audit a class within the Drop and Add Period as specified in 2:6.5 above.

**11. Date for Submission of Mid Term Deficient Academic Progress Report**

Instructors will submit a deficient academic progress report for undergraduate students no later than five working days after the Mid Term Date for Fall and Spring terms. Deficient academic progress reports will be made available to undergraduate students no later than eight working days after the Mid Term Date for Fall and Spring terms.

**12. Date for Submission of Term Grades**

Instructors will submit all grades no later than three working days after the last day of final examinations for the term.

**13. Date for Entry of Term Grades**

The Registrar's Office at each university will enter and verify grades no later than eight working days after the last day of final examinations for the term.

**SOURCE: BOR, 1978; BOR, July 1971; § 1-5-1, 1974; BOR, May 1990; BOR, April 1992; BOR, December 1993; BOR, January 1996; BOR, June 1999; BOR, May 2000; BOR, May 2001, January 2002; BOR May 2002; BOR December 2002; March 2003; BOR, December 2003; BOR, May 2004; BOR, December 2004; BOR, December 2005; BOR, March 2006.**