

WCU Academic Calendar Policy

Effective starting with the Fall 2018 term.

In accordance with the PA State System of Higher Education Board of Governors Academic Calendar Policy, West Chester University has established the following calendar guidelines.

Board of Governor's Policy

A. All Universities in State System to Follow Same Academic Calendar Parameters Starting with fall semester 2018, all universities in the State System of Higher Education will adhere to commonly agreed upon academic calendar parameters. These parameters provide for flexibility for each campus to serve students.

B. Academic Calendar Parameters

- There will be a common first week of the fall semester. Each State System University may choose their first day of this week.
- There will be no less than three (3) weeks and no more than five (5) weeks between the fall and spring semesters.
- State System Universities will adhere to the number of instructional weeks per semester required by the applicable Collective Bargaining Agreements (CBA).
- Academic calendars will deliver the equivalent of 70 instructional days during the fall and spring semesters. Final Exams are one additional calendar week (up to five (5) days) each semester.
- Each university calendar must address the contractual bargaining agreements and implications for minor and major holidays.
- The following major holidays in which campuses and the Office of the Chancellor are closed include: Martin Luther King Day, Memorial Day, and July 4th, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.
- The following minor holidays include Presidents Day, Veterans Day, and Columbus Day. Each of the Universities as well as the Office of the Chancellor has the discretion to use minor holidays as they see fit.
- State System Universities will provide their academic calendars three (3) years in advance to the Office of the Chancellor to include fall, winter, spring, and summer terms.

C. Academic Calendar Parameters Established by Chancellor and University Presidents.

The Chancellor, working with the University Presidents, establishes the academic calendar parameters. Exceptions to the start of the fall semester for extenuating circumstances may be granted by the Chancellor for a State System University after consultation with the University Presidents.

West Chester University Calendar Parameters

- Terms (Fall, Winter, Spring, Summer) cannot overlap.
- The fall semester will begin on the common first week of the fall semester as defined by PASSHE.
- **Fall & Spring semesters:**
 - Have 14 instructional weeks plus a final exam period.
 - **Fall semester** will have a one-week break (M-F) for Thanksgiving. Monday & Tuesday of the break will be *Reading/Writing days* during which classes will not meet. Wednesday-Sunday will be Thanksgiving observance. (To do so, traditional days off used for Fall Break will move to Thanksgiving week).
 - **Spring semester** will have a one-week spring break at the completion of first seven-weeks of the semester.
 - The fall and spring semester will include two "Reading Days/Makeup Class days." These dates can be used to makeup missed class days due to weather and other unplanned closings.
- The following dates will be considered class holidays:
 - Martin Luther King day

- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- **Course Deadlines:** To accommodate non-standard course offerings, course deadline policies will be based on a percentage of class time calculation. These deadlines include course add/drop deadline, course withdraw deadlines, deadlines to declare courses for audit or pass/fail, and course grading deadlines.
 - For standard course offering dates (those that start the first week of classes and extend through the last week of the semester), the Registrar's Office will calculate and publish these deadlines prior to the start of registration for the term.
 - For non-standard course offering dates, the individual course deadlines will be visible in myWCU.
 - **Guidelines for percentage of class time calculations:**
 - For percentage of time calculation purposes, the total number of class days includes weekends and final exams; but excludes course holidays and semester breaks (see above list).
 - The following percentage figures are a guideline and not an exact calculation. Exact dates will be determined and published.
 - Add/Drop= .075% of class length
 - Course Withdraw, Audit, Pass/fail= .55% of class length
 - Term/Session Withdraw= .885% of class length

An example of course deadlines based on percentage of time calculations:

Term Deadline	Day	Percentage	Date
01: August 27 -December 15, 105 days			
Last day to waitlist	Day before start of classes		August 26th
Add/Drop	Day 8	0.761	Tuesday September 4th
Course withdraw	Day 58	0.55	Friday October 26th
Term withdraw	Day 93	0.885	Monday December 3rd