TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: **59.10 Submission and Coordination of Academic Program Calendars**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is intended to facilitate enrollment management and the coordination of resources and administration. This policy defines institutional expectations for the timely development and submission of academic program calendars.

REVIEW: This HSCEP OP will be reviewed by March 1 of each odd-numbered year (ONY) by the TTUHSC El Paso Academic Council, with recommendations for revision forwarded to the President by March 15.

POLICY/PROCEDURE:

I.   **Adherence to the Texas Administrative Code**

   A.   In developing their academic program calendars, TTUHSC El Paso academic programs shall refer and adhere to the requirements for development of a common calendar per the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter A, Rule §4.5 (link: Texas Administrative Code)

II.   **Format**

   A.   For the general institutional purposes outlined above, each academic degree or certificate program shall develop and submit a calendar for each academic year for each program cohort, class, and/or program year. These calendars shall be formatted as a table (Template for submitting academic program calendars, Attachment A) or via an electronic form as directed by the TTUHSC El Paso Registrar's Office and shall specify the following:

   1.   The first day of instruction for each academic term (semester)
   2.   The last day of instruction for each academic term (semester)
   3.   Study days, if applicable
   4.   The start and end dates for any exam period that follows the last day of instruction for each academic term (semester)
   5.   Any program-based variations in the observance by a cohort, class, and/or program year of any institutionally recognized holidays
   6.   A description of any major course blocks, intersessions, or other credit-qualifying parts of a term, including:
   • The first day of instruction
   • The last day of instruction
   • Study days, if applicable
   • The start and end dates for any exam period that follows the last day of instruction
   • Any program-based variations in the observance by a cohort, class, and/or program year of any institutionally recognized holidays
   7.   Program graduation date(s)

   B.   In addition to the information submitted for an entering cohort, class, and/or program year of a degree or certificate program under section II.A above, each program shall simultaneously submit the following dates as anticipated for each of the four subsequent academic years:

1. The first day of instruction for each academic term (semester)
2. The last day of instruction for each academic term (semester)
3. Program graduation date(s)

C. Combined, the academic calendar submitted for an academic year under section II.A and the information provided for the subsequent four academic years under section II.B, shall be referred to as the five-year planning calendar for the specified academic years.

III. **Timeliness**

A. Academic program calendars, as specified in sections I and II above, shall be submitted to the TTUHSC El Paso Registrar's Office by no later than April 1st prior to the academic year preceding that described by the submission.

B. Academic calendars are to be published on the Office of the Registrar's website by January 1 of the preceding year (unless otherwise specified by Texas Administrative Code or the Texas Higher Education Coordinating Board).

IV. **Institutional coordination and approval of academic program calendars**

A. All academic program calendars, and their associated five-year planning calendars, are subject to review and approval by the Chief Academic Officer (CAO) or their designees and the senior institutional officer for Student Services and Student Engagement.

B. Following the April 1st deadline specified above (section II.A), the CAO will coordinate a meeting of the relevant academic program officers, the senior institutional officer for Student Services and Student Engagement, and others as indicated, to resolve inter-program and institutional scheduling issues, and to coordinate shared activity dates (such as commencements). Academic program calendars are subject to revision through this process as negotiated by the CAO (or designee) with the relevant academic program directors and their academic deans.

C. All academic program calendars are subject to final approval by the CAO (or designee).

V. **Posting and updating of academic program calendars**

A. No academic program calendars are to be posted, otherwise announced, or operationalized until approved by the CAO (or their designee) per section III above.

B. To avoid the potential for divergence and inconsistency across multiple versions, the official version of each approved academic program calendar shall be posted in only one location subject to approval by the CAO in consultation with the senior institutional officer for Student Services and Student Engagement. As necessary, all other sites and documents shall refer to the calendar via a link to its primary and official location.

C. Once an academic program calendar has been finally approved by the CAO and posted, any proposed modifications must be reviewed by the CAO (or designee), the relevant academic program officers, the relevant academic dean (or designee), and the senior institutional officer for Student Services and Student Engagement. Modifications approved through this process will be posted as updates with all changes definitively tracked and emphasized.

D. TTUHSC El Paso reserves the right to make changes to its academic calendars to ensure compliance with regulations and to preserve the best interest of faculty, students, and academic programs.