

**Principles and Policies Guiding the Development of
the Academic Calendar of Loyola University New Orleans
(Does not apply to the Law School)**

The academic calendar impacts every aspect of university life and every function across divisions of the university. Therefore, the Administrative Council has developed the following Principles, Policies, and Deadlines to guide setting future academic calendars. Annual review of these policies and principles is necessary to ensure that calendars match the needs of the university.

Guiding Principles

The academic calendar is guided by the following principles arranged in order of primacy:

- support student learning,
- support our Jesuit/Catholic identity,
- meet students' needs,
- minimize operational expenses,
- maintain consistency with our peer institutions, and
- maintain consistency from year to year.

Policies

The following policies are specific regarding contact minutes, academic holidays, exams, and the start and ending of semesters. Changes and exceptions to these policies should be made consistent with the above *Guiding Principles*.

1. Contact minutes per credit hour is 700 minutes (2,100 minutes for a 3-credit hour course) not including final exam time. This may vary by $\pm 5\%$ for any given course. An exception is made for eight-week courses where the number of contact minutes is 1,920 minutes for a 3-credit hour course.
2. Class sessions in excess of 120 minutes have a 15 minute break added to the time (i.e., a 150 contact minute session requires scheduling the class to be 165 minutes long).
3. Fall, Spring, and Summer semester sessions begin on Mondays:
 - a. Fall semester starts the Monday before Labor Day Holiday,
 - b. Spring semester starts the Monday before M. L. King, Jr. Holiday, and
 - c. The first five-week Summer session starts no earlier than one full week after spring commencement on a Monday (to permit a full-week of intersession).

4. Academic Holidays for day and evening classes:
 - a. Labor Day – Monday.
 - b. Fall Break – the Monday and Tuesday after the fall midterm, usually the 8th week of the semester (this often corresponds to the Columbus Day Monday Holiday).
 - c. Thanksgiving Day Holiday break – Wednesday, Thursday, and Friday.
 - d. M. L. King, Jr. Monday Holiday.
 - e. Mardi Gras Holiday – Monday through Friday.
 - f. Easter Break – Monday before Easter through the Monday after Easter (evening classes starting at 4 PM or after are held on the Monday after Easter). When Easter occurs in late April such that fewer than ten days of classes exist after the Easter Break, Monday through Wednesday before Easter are not academic holidays and classes are held.
 - g. Memorial Day IS NOT a holiday.
 - h. Fourth of July
5. Loyola Week, Monday through Friday during the week which contains the first Thursday in October, is dedicated to programming with emphasis on our Jesuit/Catholic identity and heritage. It is not a holiday. The university community is requested not to schedule other activities during this week during the windows or evenings.
6. The Mass of the Holy Spirit is usually held the third Thursday of the fall semester with 11:00 am classes cancelled.
7. Depending upon the length of time for campus closure in the fall, the university will normally extend the semester for one additional week in December. However, exams will not extend beyond December 22nd. If the closure takes place in the first part of the fall semester, the university may use the Fall Break and Saturdays for make up days. This policy is publicized as part of our hurricane preparedness plan. This policy applies only to the fall semester. Ample notice to faculty, staff, students, and parents is required at the beginning of the fall semester so that December travel plans and arrangements are deferred until after November 1st. (Revised Spring 2005)
8. Fall semester exams start on Monday and end on Friday (the Exam Week). The weekend before exams is a study period. The Saturday before the exam week will have Saturday classes' exams and the exam for sections of ENGL-T122, Critical Reading and Writing, which is a writing composition exam. Modifications to the exam schedule will be made to accommodate extension of the semester due to closures (see Policy #8).
9. Spring semester exams start on Thursday evening. Thursday during the day is a study period. Exams end on the Thursday of the following week (the Exam Week). Saturday during the Exam Week will have Saturday classes' exams and the exam for sections of ENGL-T122, Critical Reading and Writing, which is a writing composition exam.
10. Courses with non-standard class times are scheduled in the university pooled classrooms on a space available basis. Courses with standard class times have priority to maximize

us of pooled classroom space. In addition, non-standard class times are to be avoided because they result in scheduling conflicts for students even when non-pooled space is being used. Any exception to this policy is automatic for non-pooled, dedicated space (e.g., laboratories, practice rooms, departmental/college seminar rooms, etc.). (Note: a listing of standard class times is being developed.).

Calendar Deadlines

1. End of First Week of the semester (a Friday):
 - a. Last Day to be Admitted and Registered
 - b. Last Day for Drop/Add (LORA remains open into the evening)
 - c. Last Day to Change to Full-Time Status or to Audit
 - d. Last Day for 100% Refund

2. End of the Second Week of the semester (a Friday):
 - a. Last Day for 90% Refund

3. End of the Fifth Week of the semester (a Friday):
 - a. Last Day for 50% Refund

4. End of the Sixth Week of the semester (a Friday)
 - a. Previous semester's Incomplete Grades (I) changed to F

5. End of the Eighth Week of the semester (a Friday)
 - a. Mid-Term Grades due in Dean's Office by Noon

6. End of the Ninth Week of the semester (a Friday)
 - a. Last Day for 25% Refund (0% Refund after the Ninth Week)
 - b. Last Day to Withdraw (W) from a class

7. Six Calendar Days after last Exam Day all grades due in Dean's Office by Noon
(a Thursday in the Fall, a Wednesday in the Spring)

Approved by the Administrative Council Spring 2003.

Approved by the President's Cabinet Spring 2003.

Revised Spring 2005.