

HSCEP OP 59.10

Attachment A

Template for submitting academic program calendars
(May be superseded by an electronic form if so directed by the CAO)

[Academic Year]	
[Degree/Certificate Program Name]	
[cohort, class, or level/program year – e.g. Program Year 1 of 4]	
<u>Fall Semester</u>	
Orientation	[Yr-Mo-Date through Yr-Mo-Date – or NA]
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Exam period following last day of instruction (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Major subdivisions of the term (semester)	
[e.g., Block 1]	[Yr-Mo-Date through Yr-Mo-Date]
[e.g., Block 2]	[Yr-Mo-Date through Yr-Mo-Date]
Program based variations in the observance of institutionally recognized holidays	[Please specify all circumstances that apply]
Break (Fall/Spring/Summer)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Spring Semester</u>	
Orientation	[Yr-Mo-Date through Yr-Mo-Date – or NA]
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Exam period following last day of instruction (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Major subdivisions of the term (semester)	
[Block 1]	[Yr-Mo-Date through Yr-Mo-Date]
[Block 2]	[Yr-Mo-Date through Yr-Mo-Date]
Program based variations in the observance of institutionally recognized holidays	[Please specify all circumstances that apply]
Break (Fall/Spring/Summer)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Summer Semester (if applicable)</u>	
Orientation	[Yr-Mo-Date through Yr-Mo-Date – or NA]
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]

Exam period following last day of instruction (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Major subdivisions of the term (semester)	
[Block 1]	[Yr-Mo-Date through Yr-Mo-Date]
[Block 2]	[Yr-Mo-Date through Yr-Mo-Date]
Program based variations in the observance of institutionally recognized holidays	[Please specify all circumstances that apply]
Break (Fall/Spring/Summer)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	

Additional information required for entering/newly matriculating cohorts, classes, and/or program years of a degree or certificate program (see HSCEP OP 59.10 section II.B)	
[Subsequent Academic Year 1]	
<u>Fall Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Spring Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Summer Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
[Subsequent Academic Year 2]	
<u>Fall Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Spring Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Summer Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
[Subsequent Academic Year 3]	
<u>Fall Semester</u>	

First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Spring Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Summer Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
[Subsequent Academic Year 4]	
<u>Fall Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Spring Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	
<u>Summer Semester</u>	
First day of instruction	[Yr-Mo-Date]
Last day of instruction	[Yr-Mo-Date]
Study days (if applicable)	[Yr-Mo-Date through Yr-Mo-Date – or NA]
Graduation/commencement date(s)	[Yr-Mo-Date]
Total Weeks	