Process for adopting/modifying existing calendaring guidelines*

1. Suggestions for modifying calendaring guidelines can be submitted at any time to the Registrar.
2. The Registrar reports these suggestions to the Provost’s Council which determines whether they warrant a full review. This review will be conducted by a group identified or selected by the Provost.
3. If a set of recommendations to change the guidelines is returned to the Provost, said recommendations are circulated to the Law School, EPC, GEPC, Student Senate, CCPC, and Provost’s Council for feedback.
4. A revised set of recommendations are then sent to the Faculty Senate for further review. Its recommendation for or against the set of recommendations are sent to the Provost.
5. Final recommendations are then made by the Provost to the President’s Council for approval.

Annual Calendar approval process

1. Annually, the Registrar constructs a calendar for the academic year three years out, consistent with the approved guidelines.
2. This calendar is circulated to the Law School, EPC, GEPC, CCPC, and Provost’s Council for feedback.
3. The Registrar makes any modifications s/he feels appropriate in response.
4. The calendar goes to the University Council for approval.

*Guidelines include the structure of mini-terms, start-stop dates, etc.

Both of these processes would go under the description of the Registrar’s duties in the faculty handbook (Section 2.2.4).