

Appendix A

University Academic Calendar and Block Scheduling Timeline Guide

MONTH	MILESTONE	PURPOSE	STAKEHOLDERS
January	Executive Director sends communication to all Course Directors regarding University Calendaring and Block Scheduling	Establish a protocol that the University provides students with a standard of three years academic calendars and block schedules for an entire academic year	Provost Executive Directors Course Directors Vice Deans
February	Executive Director/Director sends communication regarding Academic year Block Schedule	Provide Course Directors with the most recent academic year block schedule to begin crafting the subsequent academic year block schedule	Executive Directors Course Directors Curriculum Manager Curriculum Coordinators
March	Discussion Meetings Meeting #1 – Fall semester Curriculum Coordinators Meeting #2 – Fall semester Course Directors and Curriculum Coordinators Meeting #3 – Spring semester Curriculum Coordinators Meeting #4 – Spring semester Course Directors and Curriculum Coordinators	Identify block schedule conflicts, identify exam dates, identify space issues and to resolve scheduling conflicts	Executive Directors Course Directors Curriculum Manager Curriculum Coordinators Wasson Center Enrollment Services
April	Executive Director/Director sends communication regarding Academic Calendars for subsequent Academic years	Establish a protocol that the University provides students with a standard of three years academic calendars	Provost Executive Directors Course Directors Vice Deans
May	Executive Director/Director sends communication regarding Official Academic year Block Schedule	Establish a protocol that the University provides students with block schedules for an entire academic year	Provost Executive Directors Course Directors Vice Deans