Common Academic Calendar
Administrative Procedure

Section 302 Common Academic Calendar

Effective: Fall 2011
Date Revised: Fall 2014

In keeping with nationwide best practices and to assist multi-campus students, distance education students and faculty teaching at multiple campuses and sites, the University of Maine System has adopted a common academic calendar, based on the parameters below. The parameters provide a solid framework that brings structure to the system-wide academic calendar, while allowing a degree of flexibility for each individual institution to best serve its own students and pursue its unique mission.

Fall Semester
- The fall semester will start the Monday, Tuesday or Wednesday before Labor Day (when Labor Day is Sept 4-7), depending on the length and variability of student orientation. When Labor Day is Sept. 1-3, the fall semester will start on the Tuesday or Wednesday after the holiday
- Columbus Day/Canadian Thanksgiving – a one-to-three day fall break
- American Thanksgiving – a three-day break
- Veteran’s Day – Each campus must observe Veteran’s Day, but making it a day off is optional
- A minimum of 68 class days, not including the final exam period

Spring Semester
- Choice of start date but all campuses must select the same start date
  - The Monday before Martin Luther King, Jr. holiday or
  - The Tuesday after Martin Luther King, Jr. holiday
- Choice of break schedule:
  - Two one-week breaks (week of President's Day and the 10th calendar week* after Martin Luther King, Jr. holiday) or
  - One two-week break (the week of President’s Day and the week after or the 9th and 10th weeks after the Martin Luther King, Jr. holiday)
- A minimum of 68 class days, not including the final exam period

* “Calendar week” means including the week of President's Day

Procedures for Submission of Academic Calendars

Academic calendars shall be forwarded to the Chancellor for review and approval based on the given parameters. Calendars are submitted to the Board of Trustees for their review at their January meeting. Universities shall submit academic calendars in two-year increments. The
Office of the Vice Chancellor will set the schedule for the submission of academic calendars and will notify universities of submission due dates.

Departure from an established calendar must be approved by the Chancellor.