



Academic Calendar Policy

Policy Number:

Owner Department: Student Affairs

Approved Date/Effective Date: TBD

I. POLICY STATEMENT/PURPOSE

The Registrar has responsibility for developing the Academic Calendar for the SCNM campus with approval by the Calendar Committee/Task Force, the VP of Academic Affairs, the Curriculum Committee, the Faculty Senate, and President's Council. SCNM shall develop the Academic Calendar, commencing in January, for the upcoming year (Fall, Winter, Spring, and Summer terms) along with projecting one (1) calendar year out for the development of the subsequent calendar year. SCNM breaks down the academic year into four (4) quarters lasting up to 13 weeks. Duration of course work will vary by program. The 13 weeks also includes break weeks between terms. This "*Institutional Calendar*" shall be the driving calendar for program specific planning.

II. POLICY STATUS

New

III. HISTORY/BACKGROUND

SCNM considers the Academic Calendar with the utmost importance to allow faculty, students, and administrative personnel to have a reliable schedule for each term, for transitioning from one term to the next, and for long-term planning for the campus. In developing the Academic Calendar SCNM shall include events such as class schedules, exam schedules, breaks, registration dates, graduation day, holidays, dropping courses, submittal of grades, and related matters affecting the SCNM campus for each term.

IV. DEFINITION(S)

N/A

V. SCOPE/KEY STAKEHOLDERS

This policy applies to students, prospective students, academic staff, and administrative personnel. The key stakeholders for development, review, and approval of the Academic Calendar include the Registrar, the Calendar Committee/Task Force, the VP of Academic Affairs, the Curriculum Committee, the Faculty Senate, and President's Council.

VI. POLICY ITEMS

The premise for developing the Academic Calendar is that a class week runs from Monday through Sunday. In addition, a Holiday falling on a Monday, Friday, or over a weekend day may shift the start of specific calendar activities by initiating a day or two later.

Academic Calendar Policy

A. Fall Quarter

1. Fall classes begin on the first Monday in October.
2. The Certified Nutrition Specialist Exam (MSCN) commences on the Saturday of week 10 of the term and concludes on Wednesday of week 11.
3. The ND Final Exams occur Monday through Friday during week 11 of the term.
4. The Graduation Ceremony occurs on Monday of week 12 of the term.
5. ND Final Grades are due on Tuesday of week 12 of the term.
6. MS Final Grades are due on Wednesday of the last week in December.

B. Winter Quarter

1. Winter classes begin on the first Monday in January.
2. The NPLEX Basic Science Exam (ND – Quarter 8) occurs on the first Tuesday of week 5 of the term.
3. The NPLEX Clinical Science Exam occurs Wednesday through Friday of week 5 of the term.
4. The ND Final Exams (except Quarter 8) occur Monday through Friday during week 11 of the term.
5. The ND Quarter 8 Final Exams occur Monday through Friday of week 12 of the term.
6. The ND Final Grades are due (except Quarter 8) on Wednesday of week 12 of the term.
7. The White Coat Ceremony occurs on Saturday of week 12 of the term.
8. MS and ND Quarter 8 final grades are due on Wednesday of the last week in March.

C. Spring Quarter

1. Spring classes begin on the first Monday in April.
2. The Certified Nutrition Specialist Exam (MSCN) commences on Saturday of week 10 of the term and concludes on Wednesday of week 11.
3. The ND Final Exams occur Monday through Friday during week 11 of the term.
4. The Graduation Ceremony occurs on Saturday of week 11 of the term.
5. ND Final grades are due on Wednesday of week 12 of the term.
6. MS Final grades are due on Thursday of the last week in June.

D. Summer Quarter

1. Summer classes begin on the first Monday of July.
2. The NPLEX Basic Science Exam (ND – Quarter 8) occurs on the first Tuesday of week 5 of the term.
3. The NPLEX Clinical Science Exam occurs Wednesday through Friday of week 5 of the term.
4. The ND Final Exams (except Quarter 8) occur Monday through Friday during week 11 of the term.
5. The ND Quarter 8 Final Exams occur Monday through Friday of week 12 of the term.
6. The ND Final Grades are due (except Quarter 8) on Wednesday of week 12 of the term.
7. The White Coat Ceremony occurs on Saturday of week 12 of the term.
8. The MS and ND Quarter 8 Final Grades are due on Wednesday of the last week in September.

VII. RESPONSIBILITY FOR IMPLEMENTATION

The SCNM Registrar



Academic Calendar Policy

VIII. RELATED POLICIES

N/A

IX. RELATED DOCUMENTS

Academic Calendar resides on the MySCNM website, the SCNM Publications Page, and the College Catalog.

Academic Calendar Procedure Guide – Internal document outlining explicit steps for approvals and amendments

X. NEXT REVIEW DATE

As necessary

XI. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council	2/23/2022	
2			
3			
4			

XII. POLICY AUTHOR/CONTACT

The SCNM Registrar