

# 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(May be superseded by an electronic form if so directed by the CAO)

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

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

<b>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)</b>	
<b>[Subsequent Academic Year 1]</b>	
<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	
<b>[Subsequent Academic Year 2]</b>	
<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	
<b>[Subsequent Academic Year 3]</b>	
<u>Fall Semester</u>	

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