MEMORANDUM

To: Dr. Robert Strawser — Speaker, Faculty Senate (2002-2003)
    Department of Accounting (MS 4353, rhstrawser@tamu.edu)
From: Dr. Thomas Blasingame — Co-Chair, Academic Affairs (2002-2003)
    Department of Petroleum Engineering (MS 3116, t-blasingame@tamu.edu)
    Dr. Cady Engler — Co-Chair, Academic Affairs (2002-2003)
    Biological and Agricultural Engineering (MS 2117, c-engler@tamu.edu)
Subject: Recommendation to accept the 2003-2004 Academic Calendar in current form

On Monday 11 November 2002 the Faculty Senate voted by a majority to request that Labor Day (Monday, 1 September 2003) be designated as a University holiday. As co-chairs of the Academic Affairs committee, we have investigated this possibility by consulting with the appropriate University officials responsible for scheduling such events. We were informed that the holiday schedule (in particular) is a System prescribed protocol (see attached System holiday schedule for 2003-2004). Further, the University is not at liberty to amend/change the holiday schedule.

We respectfully submit that the role of the System in this matter makes the Faculty Senate request to change the holiday schedule a null issue — at least for the 2003-2004 year (since the System calendar is prescribed approximately one year in advance).

We (AAC) are willing to put forth a request/recommendation to the System that Labor Day in 2004 (i.e., Monday, 6 September 2004) be considered for selection as a "System" holiday (particularly since 30 August 2004 is the tentative first day of the fall term). However, in candor — we believe that it is very unlikely that such a request would be seriously considered because the holiday calendar is designed to be "standard" for all TAMU System schools.

Ultimately, we request that the Academic Calendar for 2003-2004 be accepted in its current form (see attached) and be forwarded to the University for implementation.

Attachments: (http://pumpjack.tamu.edu/~t-blasingame/FS_AAC/x_AAC_x_2003_2004_Academic_Calendar/)
   - 021115_TAMU_Holiday_Schedule_(from_TAMU_System).pdf (Printed Copy)
   - 020805_TAMU_Official_2003_2004_Academic_Calendar.pdf (Printed Copy)
   - 020805_TAMU_Abbreviated_2004_2005_Academic_Calendar.pdf (Printed Copy)

cc: (with attachments)
   - Academic Affairs Committee
   - Executive Committee
   - Faculty Senate Office (records/archive)
   - Mr. Donald Carter, Registrar
   - Dr. Mark Weichold, Assoc. Provost for Undergraduate Programs and Academic Services
MEMORANDUM

TO: Chief Executive Officers
Academic Institutions and Agencies
The Texas A&M University System

FROM: Howard D. Graves
Chancellor

SUBJECT: FY 2002-2003

Under the provisions of Vernon's Civil Statutes, as amended, state employees will be entitled to observe fifteen (15) holidays during the fiscal year ending August 31, 2003. Governing boards of institutions of higher education are authorized to establish the observance of this number of holidays. With a few exceptions, institutions of higher education are permitted by statute to establish a different holiday schedule as long as the number of days to be observed by the institution do not exceed the number of holidays on which an employee of a state agency is entitled to a day off. A list of the approved holidays is attached indicating which holidays must be observed per Board policy.

The following is the proposed 2002-2003 Employee Holiday Schedule for The Texas A&M University System, with the dates for observing the fifteen (15) holidays.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Number of Days</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>2</td>
<td>November 28-29, 2002</td>
</tr>
<tr>
<td>Christmas - New Year</td>
<td>8</td>
<td>December 23, 2002 – January 1, 2003</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>1</td>
<td>January 20, 2003</td>
</tr>
<tr>
<td>Spring Break</td>
<td>2</td>
<td>March 13-14, 2003</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>1</td>
<td>May 26, 2003</td>
</tr>
<tr>
<td>Independence Day</td>
<td>1</td>
<td>July 4, 2003</td>
</tr>
</tbody>
</table>
TEXAS A&M UNIVERSITY

Proposed 2003-2004 ACADEMIC CALENDAR

Fall Semester 2003*

August 29  Friday. Last day to register for fall semester classes and pay fees.

September 1  Monday. First day of fall semester classes.

September 4  Thursday. Last day for dropping courses with no record.

September 5  Friday. Last day for adding courses for the fall semester.

September 12  Friday. Last day to apply for all degrees to be awarded in December.

October 2  Thursday. Academic Convocation. Classes will be held.

October 20  Monday. Mid-semester grades due in Registrar’s Office, noon.

November 7  Friday. Last day for all students to drop courses with no penalty (Q-drop).

Last day to change Kinesiology 198/199 to S/U grade on BONFIRE.

Last day to officially withdraw from the University.


November 27 - 28  Thursday - Friday. Thanksgiving. Faculty and Staff holiday.

December 8  Monday. Redefined day, students attend their Friday classes.

Dead day, classes meet but no major exams.

December 9  Tuesday. Last day of fall semester classes.

Redefined day, students attend their Thursday classes.

Dead day, classes meet but no major exams.

December 10 - 11  Wednesday - Thursday. Reading days, no classes.

December 12, 15 - 17  Friday, Monday - Wednesday. Fall semester final examinations for all students.

December 19**  Friday. Final grades for all students due in Registrar’s Office, noon.

Last day for December undergraduate degree candidates to apply for $1000 Tuition Rebate, 5 p.m.

December 19 - 20  Friday - Saturday. Commencement and Commissioning.

December 24 - 31  Wednesday - Wednesday. Faculty and Staff holiday.

*All dates and times are subject to change.  Proposed 8/05/02 (OAR)

**To have sufficient time to process grades and send data to deans and students, all final grades need to be received by noon on this date.
Spring Semester 2004*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - 2</td>
<td>Thursday - Friday. Faculty and Staff holiday.</td>
</tr>
<tr>
<td>January 16</td>
<td>Friday. Last day to register for spring semester classes and pay fees.</td>
</tr>
<tr>
<td>January 19</td>
<td>Monday. Martin Luther King, Jr. Day. Faculty and Staff holiday.</td>
</tr>
<tr>
<td>January 20</td>
<td>Tuesday. First day of spring semester classes.</td>
</tr>
<tr>
<td>January 23</td>
<td>Friday. Last day for dropping courses with no record.</td>
</tr>
<tr>
<td>January 26</td>
<td>Monday. Last day for adding courses for the spring semester.</td>
</tr>
<tr>
<td>January 30</td>
<td>Friday. Last day to apply for all degrees to be awarded in May.</td>
</tr>
<tr>
<td>March 8</td>
<td>Monday. Mid-semester grades due in Registrar’s Office, noon.</td>
</tr>
<tr>
<td>March 15 - 19</td>
<td>Monday - Friday. Spring break.</td>
</tr>
<tr>
<td>March 18 - 19</td>
<td>Thursday - Friday. Faculty and Staff holiday.</td>
</tr>
<tr>
<td>April 5</td>
<td>Monday. Last day for all students to drop courses with no penalty (Q-drop). Last day to change Kinesiology 198/199 to S/U grade on BONFIRE. Last day to officially withdraw from the University.</td>
</tr>
<tr>
<td>April 5 – April 19</td>
<td>Monday - Monday. Preregistration for the 2004 first term, second term, 10-week summer semester and fall semester.</td>
</tr>
<tr>
<td>April 9</td>
<td>Friday. Reading day, no classes.</td>
</tr>
<tr>
<td>April 21</td>
<td>Wednesday. Muster. Campus ceremony.</td>
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<tr>
<td>May 3</td>
<td>Monday. Dead day, classes meet but no major exams.</td>
</tr>
<tr>
<td>May 4</td>
<td>Tuesday. Last day of spring semester classes.</td>
</tr>
<tr>
<td></td>
<td>Redefined day, students attend their Friday classes.</td>
</tr>
<tr>
<td></td>
<td>Dead day, classes meet but no major exams.</td>
</tr>
<tr>
<td>May 5 - 6</td>
<td>Wednesday - Thursday. Reading days, no classes.</td>
</tr>
<tr>
<td>May 7, 10 - 12</td>
<td>Friday, Monday - Wednesday. Spring semester final examinations for all students.</td>
</tr>
<tr>
<td>May 14</td>
<td>Friday. Last day for May undergraduate degree candidates to apply for $1000 Tuition Rebate, 5 p.m.</td>
</tr>
<tr>
<td>May 14 - 15</td>
<td>Friday - Saturday. Commencement, Commissioning, and Final Review.</td>
</tr>
<tr>
<td>May 17</td>
<td>Monday. Final grades for all students due in Registrar’s Office, noon.</td>
</tr>
</tbody>
</table>

*All dates and times are subject to change.  
Proposed 8/05/02 (OAR)
Summer Session 2004*

May 28  Friday. Last day to register for first term and 10-week semester and pay fees.
May 31  Monday. Memorial Day. Faculty and Staff holiday.
June 1   Tuesday. First day of first term and 10-week semester classes.
June 3   Thursday. Last day for dropping courses with no record for the first term and 10-week semester.
June 4   Friday. Last day for adding courses for the first term and the 10-week semester.
          Last day to apply for degrees to be awarded in August for students completing degree requirements in the first term.
June 21  Monday. Last day for all students to drop courses with no penalty for the first term (Q-drop).
          Last day to change Kinesiology 198/199 to S/U grade on BONFIRE for first term.
          Last day to officially withdraw from the University for first term.
July 2   Friday. Last day of first term classes.
July 5   Monday. First term final examinations. No 10-week semester classes.
          Last day to register for the second term and pay fees.
July 6   Tuesday. First day of second term classes.
July 8   Thursday. First term final grades due in Registrar’s Office, noon.
          Last day to drop courses with no record for the second term.
July 9   Friday. Last day for adding courses for the second term.
          Last day to apply for all degrees to be awarded in August for students completing degree requirements in the second term or 10-week semester.
July 20  Tuesday. Last day for all students to drop courses with no penalty for the 10-week semester (Q-drop).
          Last day to officially withdraw from the University for 10-week semester.
July 26  Monday. Last day for all students to drop courses with no penalty for the second term (Q-drop).
          Last day to change Kinesiology 198/199 to S/U grade on BONFIRE for second term.
          Last day to officially withdraw from the University for second term.
August 9  Monday. Last day of second term and 10-week semester classes.
August 10 - 11  Tuesday - Wednesday. Second term and 10-week semester final examinations for all students.
August 12  Thursday. Grades for degree candidates from departments due in Registrar’s Office, noon.
August 13  Friday. Last day for August undergraduate degree candidates to apply for $1000 Tuition Rebate, 5 p.m.
August 13 -14  Friday - Saturday. Commencement and Commissioning.
August 16  Monday. Final grades for second term and 10-week semester due in Registrar’s Office, noon.

*All dates and times are subject to change.          Proposed 08/05/02  (OAR)
PROPOSED, ABBREVIATED ACADEMIC CALENDAR, 2004-2005

*FALL, 2004

August 30  Monday. First day of fall semester classes.
December 7  Tuesday. Last day of fall semester classes
December 8-9  Wednesday - Thursday. Reading days, no classes.
December 10, 13-15  Friday, Monday - Wednesday. Fall semester final examinations for all students.
December 17-18  Friday - Saturday. Commencement and Commissioning.

*SPRING, 2005

January 17  Monday. Martin Luther King, Jr. Day. Faculty and Staff holiday.
January 18  Tuesday. First day of spring semester classes.
March 14-18  Monday - Friday. Spring Break.
March 25  Friday. Reading day, no classes.
May 3  Tuesday. Last day of spring semester classes. Redefined day.
May 4-5  Wednesday - Thursday. Reading days, no classes.
May 6, 9-11  Friday, Monday - Wednesday. Spring semester final examinations for all students.
May 13-14  Friday-Saturday. Commencement, Commissioning, and Final Review.

*SUMMER SESSION, 2005

May 30  Monday. Memorial Day. Faculty and Staff holiday.
May 31  Tuesday. First day of first term and 10-week semester classes.
July 1  Friday. Last day of first term classes.
July 4  Monday. Independence Day. Faculty and Staff holiday.
July 5  Tuesday. First term final examinations. No 10-week semester classes.
July 6  Wednesday. First day of second term classes.
August 8  Monday. Last day of second term and 10-week semester classes.
August 9-10  Tuesday - Wednesday. Final examinations for the second term and 10-week semester.
August 12-13  Friday - Saturday. Commencement and Commissioning.

Proposed 8/05/02 (OAR)

*All dates and times are subject to change.