KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

		Preparation Date	e 1-Feb-17	Curriculum Bulletin
		Effective Date		Approved by EPC
Collogo	PR - Provost			
College				
Proposal Name	Establish Policy	i a fall braak and	variaion of Th	ankanisina baak
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	versity, its campus			Kent State classes will be and all services for students will
Describe impact on staffing consideratio			es (e.g., duplica	ation issues; enrollment and
Impact will be conv changes to the aca			oreak time in t	the fall semester. No other
both students and	faculty time to recess tudents with t	charge mentally, ime to travel hor	cognitively ar ne for the holi	through the semester will allow nd physically. A full-day day. As more of our students ls.
Units consulted (oth	er departments, pro	ograms or campus	ses affected by	this proposal):
and invited to atter Track Unit, AAUP and Directors Com Executive Commits Graduate Student S Research, Intercoll Services, Provost, Admissions, Under	nd meeting(s) to d Fenure-Track Unit, mittee, Curriculun tee, Finance and A Senate, Graduate S legiate Athletics, A Residence Servica rgraduate Student nications and Mar	iscuss the initiat, Associate and An Services, Facil Administration, Gotudies, Human Kent State Systeres, Student Final Government, Urketing, Universit	ive and provides istant Dear ities Planning lobal Education Resources, In Integration, nicial Aid, Studilversity Archiversity Archiversity Serv	utlining the proposed fall break de feedback: AAUP Non-Tenurens Committee, Bursar, Chairs and Operations, Faculty Senate on, Graduate Admissions, formation Services, Institutional Kent Student Center, Parking dent Ombuds, Undergraduate itect, University Ceremonies, ices, University Health rs.
		REQUIRED EN	DORSEMENT	s
				/
Vice President for S	tudent Affairs			

Senior Vice President for Academic Affairs and Provost (or designee)

Establishment of a University Fall Break Proposal Summary

Subject Specification

This proposal seeks to establish a fall break, whereby a two-day class recess will be implemented on Thursday and Friday in the eighth week of the fall semester (typically, the third week of October). In addition, the Wednesday of Thanksgiving week moves from a half-day class break to a full-day class break.

During the fall break and the Wednesday before Thanksgiving, all Kent State classes will be cancelled. The university, its campuses and offices remain open, and all services for students will continue to be available.

The implementation of a fall break—which, coupled with the weekend, can become a four-day break—will allow students who do not live locally a chance to return home to see family. The break will also provide a short respite for both students and faculty to rest, catch up on projects and plan activities to alleviate stress.

Background Information

The beginning of the academic year includes many transitions and pressures for students, particularly those who are entering the university for the first time or returning after a long absence. These pressures include being away from the support network of home, integrating into an unfamiliar environment, meeting new and diverse people, taking on financial burdens and handling the intensity of academic work.

Research has shown that college students experience high stress at predictable times each semester due to academic commitments, financial pressures and lack of time-management skills.¹ Other studies have found that emotional factors have a far greater impact on student attrition than academic factors.²

The idea of a fall break is not new (Princeton University has had a fall break since 1970); however, over the past 15 years, as more universities are reporting increases in health and wellness issues in the fall semester for their students, the implementation of a fall break has gained ground nationwide and across borders. A 2015 survey³ of 66 Canadian colleges and universities indicated that 68 percent have a fall break (since the survey, three more Canadian universities have approved a fall break).

In the wake of several student deaths in 2010 and 2011, Queen's University in Ontario established a Commission on Mental Health to recommend strategies for a proactive and responsive community to student wellness.⁴ One resulting recommendation from the commission was a fall break to provide "breathing space" for students.

- ¹ Campbell R. L., Svenson L. W. & Jarvis, G. K. (1992). Perceived level of stress among university undergraduate students in Edmonton, Canada. *Perception and Motor Skills*, 75(2), 552-554.
- ² Szulecka, T. K., Springett, N. R., & de Pauw, K. W. (1987). General health, psychiatric vulnerability and withdrawal from university in first-year undergraduates. *British Journal of Guidance and Counselling, 15*(1), 82-89.
- ³ Association of Registrars of Universities and Colleges of Canada (May 2015). Fall reading break survey. Retrieved from www.surveymonkey.net/results/SM-XKBXGXKD.
- ⁴ Queen's University (November 2012). Student mental health and wellness: Framework and recommendations for a comprehensive strategy. Retrieved from www.queensu.ca/principal/sites/webpublish.queensu.ca.opvcwww/files/files/CMHFinalReport.pdf.

Kent State's University Health Services report that appointments for medical and psychological services spike each year in September and October. Over the past three years, the need for medical services averaged 2,158 appointments in September and 2,329 appointments in October, which is 10 percent and 19 percent higher, respectively, when compared to appointments in the next highest month, April (1,963).

Overall, the need for psychological services in the fall and spring semesters has increased over the past 10 years. However, September and October had the highest increases in appointments, 90 percent each, after December and May, which had increases of 129 and 120 percent, respectively, in the same time span.

The intentional inclusion of short breaks from academic requirements can have an overall positive impact on the campus culture around promoting and supporting wellness. For those reasons, a fall break and a longer Thanksgiving break align with Kent State's strategic vision under the university priority of organizational stewardship:

Create a healthy campus initiative that prioritizes the health and wellness of students, faculty and staff.

Alternatives and Consequences

The alternative to a fall break is the continuation of nearly 11 uninterrupted class weeks between Labor Day and Thanksgiving. The consequences, as health services data has shown, are rising mental and medical health challenges for students.

Specific Recommendation and Justification

The Office of the Senior Vice President for Academic Affairs and Provost and the Office of the Vice President for Student Affairs recommend the following for the benefit of the Kent State community:

- 1. A fall break be established to occur on the Thursday and Friday in the eighth week of the semester (typically, the third week in October).
- 2. The half-day Wednesday of Thanksgiving break become a full class recess, so that Thanksgiving break comprises five full days of break from classes.
- 3. With the implementation of the fall break and revised Thanksgiving break, Kent State will have a full calendar week of class recess (two days in October and five days in November), comparable to the university's full-week spring break.
- 4. During the fall break and the Wednesday before Thanksgiving, all classes are cancelled, but the university and its campuses and offices remain open.
- 5. The new fall break and revised Thanksgiving break be implemented with the 2017 Fall Semester.

Timetable and Actions Required

February 2017	approval by the provost and president
March 2017	approval by the Educational Policies Council
April 2017	approval by the Faculty Senate
May 2017	notification to the Board of Trustees
May 2017	Academic Calendar updated for academic years 2017–2021
Fall 2017	implementation

QI What's the rationale behind a fall break?

A1 Universities and colleges, nationally and internationally, have been paying increasing attention to the mental health of students, as research has shown that students report higher levels of stress and anxiety than that of the general population. In fact, for first-year students, stress itself contributed more to dropping out than a history of either anxiety or depression or college alcohol use/abuse.²

Our campus health services have reported that student need for medical and mental health care peaks in September and October each year, with appointments for those services totaling approximately 3,000 in October 2014 and 2015, compared to approximately 2,600 appointments in April 2015 and 2016, see Chart 1. Walk-in requests for medical services also peak in September and October, see data from 2016 in Chart 2.

A two-day break from classes and from the university will allow both students and faculty time to recharge mentally, cognitively and physically.

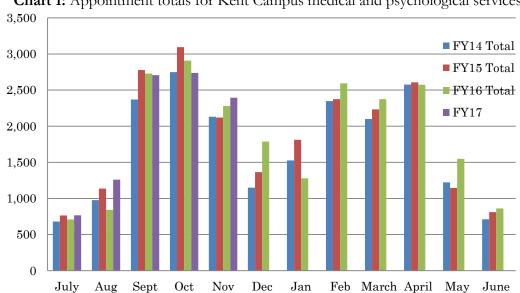
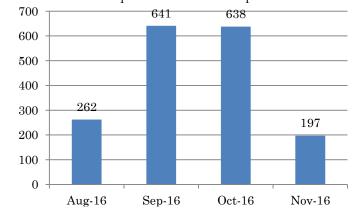


Chart 1: Appointment totals for Kent Campus medical and psychological services

Chart 2: Walk-in requests for Kent Campus medical services



¹ Stallman, H. M. (December 2010). Psychological distress in university students: A comparison with general population data. *Australian Psychologist*, *45*(4), 249-257.

² Andersson, C., Johnsson, K. O., Berglund & M., Ojehagen, A. (September 2009). Stress and hazardous alcohol use: Associations with early dropout from university. *Scandinavian Journal of Public Health*, *37*(7), 713.

Q2 Is there research or literature supporting the educational value of a break?

A2 Beyond anecdotal evidence, there is limited literature and research on the impact of planned institutional breaks on students' health, retention and academic progress. One research study on the impact of a winter break on first-year students sampled 175 college students and found that the majority of them agreed that a winter break gave them an opportunity to reflect, think and talk to others about their experiences. Students reported that the break led them to be more motivated to return, be more prepared, more active and more committed to earn better grades for their second semester.³

In the past five years, universities in the Canadian province of Ontario began implementing a fall break to address student mental health and well-being. Brock University was one such university and, in 2014, conducted a study to assess its impact.⁴ The results found that fall break did decrease students' overall stress. Students agreed that the break was beneficial, that workload did not increase because of the break (either before or after), and that stress did not increase as a result. First-year students reported the greatest benefit of having a fall break. In addition, the vast majority of students reported that mid-October was the best time for the break.

Q3 Will the fall semester start earlier or end later with a fall break?

A3 No, the start and end date for the fall semester will be unchanged with a fall break. Historically, our fall semester starts on the last Monday of August and ends 16 weeks later on a Sunday (either week two or week three of December, depending on the year).

Q4 Will we lose class days with a fall break?

A4 Yes, the fall semester will lose two and a half days of class time with a fall break. Fall class time has historically been shorter than spring class time by three days (not including Saturdays and Sundays). With a fall break, that difference will increase to five and a half days (again, not including Saturdays and Sundays). The number of break/holidays between both semesters will be nearly the same, with only a half-day difference. See Table 1 for a comparison.

Table 1: Comparison of class and non-class days currently and with fall break

Fall Se	Spring Semester	
Current	With Fall Break	With Spring Break
70.5 class days	68.0 class days	73.5 class days
5.0 final exam days	5.0 final exam days	5.0 final exam days
4.5 break/holidays	7.0 break/holidays	6.5 break/holidays

Note: This table does not include Saturdays and Sundays.

Q5 Will the semester length become smaller with a fall break?

A5 No, the overall length of the fall semester will be unchanged with a fall break. Historically, our fall semester has been 16 weeks, see Table 2 for a comparison.

³ Burns, D. R. J. (2014). A study of winter break as influenced by first semester occurrences and its effect on retention, self-efficacy and perceived social support for freshmen students (doctoral dissertation). *ETD Collection for AUC Robert W. Woodruff Library*. Paper 1525.

⁴ Meade, K. (October 8, 2014). Exploring the impact of a fall break on student mental health outcomes. Brock University. Retrieved from https://brocku.ca/webfm_send/33279.

Table 2: Comparison of class and non-class weeks

Fall S	Spring Semester	
Current Weeks	Proposed Weeks	Current Weeks
14.4 class weeks	14.0 class weeks	15.0 class weeks
1.0 finals week	1.0 finals week	1.0 finals week
0.6 break week	1.0 break week	1.0 break week
16.0 total	16.0 total	17.0 total

Note: This table does not include holidays, except for Thanksgiving and Columbus Day.

Q6 Won't there be confusion with a fall semester shorter than a spring semester?

As our fall semester has always been shorter than our spring semester, there is no change in that regard. However, faculty who teach in both fall and spring will need to be made aware that they may have fewer instructional days in the fall, and their syllabi will need to reflect that difference between fall and spring offerings of the same course.

Q7 Will class scheduling change to accommodate the shorter length in the fall semester?

A7 No, class scheduling for the fall semester will be unchanged with a fall break.

Q8 Does a shorter fall semester conflict with state or federal regulations?

A8 Federal⁵ and state⁶ regulations require that the academic year must be minimum 30 weeks (from the first day of classes to the last day of classes or examinations, not including holidays or breaks). State regulations require that the academic semester be between 15 and 17 calendar weeks of instructional time (i.e., class time and final exams). We remain in compliance with both regulations. Inclusion of breaks are at the discretion of the institution.

Q9 Can days be found to make up for the lost class days?

A9 Several options were explored. The issue is there are no additional days available for the taking. We operate on a full 52-week calendar schedule.

One option discussed was to increase the fall semester to 17 weeks to align with the 17-week spring semester. To accomplish that, we would need to

- (a) start the fall semester one week earlier or end the fall semester one week later, and
- (b) decrease winter break, from 4 weeks to 3 weeks, <u>or</u> decrease the summer term, from 13 weeks to 12 weeks.

Starting the semester earlier will cause a domino effect with summer and spring, affecting their start / end dates, and will have financial and student services implications (e.g., residence halls, staffing, faculty workload, welcome weekend, orientation programs, billing deadlines, international student visas). Ending the fall semester one week later will result in fall final exam week occurring the week before university closure or the week of Christmas.

⁵ "Academic Year," Title 34 Code of Federal Regulations, Pt. 668.3 (2002.). Retrieved from www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title34/34cfr668 main 02.tpl.

⁶ "Definition of Headcount Enrollment and Full-Time Equivalent Enrollment, and Requirements for Higher Education Data Reporting," Title 33 Ohio Revised Code, Pt. 3333.1.02 (2010). Retrieved from http://codes.ohio.gov/oac/3333-1.

With a shorter winter break, staff will have fewer workdays to complete critical processes (e.g., dismissals and reinstatements, degree clearing and posting, student orientations, financial aid disbursements). A shorter summer break will affect summer class and travel scheduling.

Another option deliberated was to decrease the spring semester to 16 weeks to align with the 16-week fall semester. While that option will not create as many calendar shifts as the option above, this option will affect class scheduling the most. Faculty will need to review and revise basic data sheets and syllabi for all 8,000+ courses to ensure course content is set for a 14-week class schedule. Banner may need to be updated for 8,000+ courses to provide weekly accurate contact time per a 14-week schedule (used to comply with the Affordable Care Act for adjunct instructors). Time patterns and course scheduling must be revised to meet state and federal contact-to-credit regulations.

Other options explored included starting the fall semester two days earlier (i.e., starting on a Wednesday or Thursday the week before), shortening weeks between semesters and shortening final exam week. These options all created unintended consequences that were seen as causing more problems than they resolved.

Q10 Don't we have more university holidays in the fall semester than in the spring semester?

A10 In the fall semester, we observe four state holidays (Labor Day, Veterans Day, Thanksgiving Day and Columbus Day). The latter two are included in the Thanksgiving break.

In the spring semester, we observe one state holiday (Martin Luther King Jr. Day).

All these holidays are state mandated⁸ to be observed for employees at Ohio public universities and colleges.

Q11 Why not schedule fall break on Columbus Day?

- A11 We observe Columbus Day on the Friday after Thanksgiving Day. Moving its observation day back to October will either:
 - (a) create an additional loss of class day if the university continues to be closed on the Friday after Thanksgiving Day, or
 - (b) require the university to be open, with classes scheduled, on the Friday after Thanksgiving Day—an action that may create a hardship for students, faculty and staff who travel for the holiday.

Q12 Can fall break be scheduled on Veterans Day, or can we move Veterans Day to fall break to save one class day?

A12 Per state⁷ regulations, public institutions are to observe Veterans Day for all employees on its official day of November 11, which lands on a different day each year (observed on November 10 or 12 if November 11 is on the weekend). Therefore, the observance day cannot be moved; and to hold a fall break on different days each fall semester may cause confusion, in addition to not achieving the goal of having a break early in the semester.

⁷ "State Holidays - University Holidays," Title 1 Ohio Revised Code, Pt. 124,18 (2001). Retrieved from http://codes.ohio.gov/orc/124.19.

Q13 Why not have a one-day fall break?

A13 The intention with the fall break is to create a short but substantial break—four days, including the weekend—early in the semester to allow students to travel home, catch up on homework and, most important, rest and reevaluate goals. A one-day break—three days, including the weekend—is an option, but may not achieve the results as much as a two-day break.

Q14 Why not have just a full week off for Thanksgiving Break?

A14 The intention with the fall break is to have a class recess <u>early</u> in the semester, to alleviate student stress and anxiety that is evidenced by the spike in referrals that campus health offices see in September and October. A longer break at the end of November, week 13 of the semester, does not solve that issue.

Q15 Why was the third week of October chosen for fall break?

A15 The third week of October is the eighth week overall, a little more than halfway through the semester. That week also corresponds with the end of midterm evaluations (for course levels 00000 to 20000), which begin in week four and end in week seven of the semester. A break in the middle will help both students and faculty take a breather and assess their class progress.

Q16 Why was a Thursday-Friday chosen for fall break, rather than a Monday-Tuesday or Friday-Monday?

A16 The overarching priority when choosing the break days was to find one that would have the least impact on class days. Using fall 2016 as a model, the course schedule demonstrated that none of the two-day break options was perfect. However, a Thursday–Friday break seemed, at best, to be manageable and, at worst, to cause moderate disruption. That may be because more classes are scheduled at the beginning of the week, rather than at the end. 9

In the review of fall 2016 class scheduling, the following results were seen:

- (a) Overall impact (i.e., loss of two or more days of class time, see Table 3):
 - Fewer courses were affected by a Friday–Monday break (3,185 or 46% of all courses scheduled with meeting times).
 - More courses were affected by a Monday—Tuesday break (4,650 or 67% of all courses scheduled with meeting times).
 - Falling in the middle was a Thursday–Friday break (3,537 or 51% of all courses scheduled with meeting times).

Table 3: Overall loss of class days if fall break was scheduled in fall 2016

Break	2 Days	3 Days	4 Days	5 Days	6 Days	Total
Mon-Tue	35%	20%	9%	2.0%	1%	67%
Thu-Fri	34%	2%	12%	0.1%	1%	51%
Fri-Mon	12%	21%	3%	9.0%	1%	46%



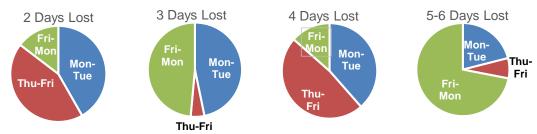
⁸ Under review were 6,969 courses scheduled for fall 2016 that had meeting times <u>and</u> would have been affected by a fall break in week three of October (70% of 9,936 total courses scheduled).

⁹ For fall 2016, the most scheduled day was Tuesday (45%), followed by Monday (44%) tied with Wednesday (44%), Thursday (42%), Friday (18%), Saturday (1%) and Sunday (0.5%).

- (b) Impact on days per course (i.e., loss of two days versus three-to-six days, see Table 4):
 - Fewer courses were affected by a Thursday–Friday break, with 71% (2,519) of courses scheduled on those days losing two days of class time, and 29% (1,018) losing 3-6 days.
 - More courses were affected by a Friday–Monday break, with 27% (845) of courses scheduled on those days losing two days of class time, and 73% (2,340) losing 3-6 days.
 - Falling in the middle was a Monday–Tuesday break with 52% (2,411) of courses scheduled on those days losing two days of class time, and 48% (2,239) losing 3-6 days.

Table 4: Breakdown of days lost if fall break was scheduled in fall 2016

	Monda	y–Tuesda	ıy Break	Thurso	day–Frida	y Break	Friday-Monday Break						
	Lost	#	%	Lost	#	%	Lost	#	%				
	Days	Courses	Courses	Days	Courses	Courses	Days	Courses	Courses				
Ī	2 days	2,411	52%	2 days	2,519	71.0%	2 days	845	27%				
Ī	3 days	1,391	30%	3 days	140	4.0%	3 days	1,444	45%				
Ī	4 days	653	14%	4 days	813	23.0%	4 days	229	7%				
Ī	5 days	160	3%	5 days	10	0.3%	5 days	612	19%				
	6 days	35	1%	6 days	55	1.7%	6 days	55	2%				
	TOTAL	4,650	100%	TOTAL	3,537	100%	TOTAL	3,185	100%				
L	TOTAL	4,030	10070	101111	3,337	10070	1011111	3,103	10070				



- (c) Impact on days lost to fall break only (i.e., not including other break/holidays, see Table 5):
 - Overall, fewer courses were affected by a Friday-Monday break (3,185), followed closely by a Thursday-Friday break (3,537); and more courses were affected by a Monday-Tuesday break (4,650).
 - In terms of losing both of the two days to the break, fewer courses were affected by a Thursday–Friday break (151), and many more courses were affected by a Friday–Monday break (703).

Table 5: Courses that lost days to fall break if fall break was scheduled fall 2016

Lost to	Mon–Tue	Thu–Fri	Fri–Mon
Fall Break	Break	Break	Break
1 day	4,371	3,386	2,482
2 days	279	151	703
TOTAL	4,650	3,537	3,185

Q17 Won't a Thursday-Friday break, along with a Thanksgiving break, cause courses scheduled on Thursdays and Fridays to lose even more days?

A17 Using the fall 2016 class schedule and looking at only courses that were affected by both a fall break and the Thanksgiving break, a minority of courses (141 or 4%) lost two days to fall break, in addition to two to three days for Thanksgiving break, see Table 6.

Courses # (%) Fall Break Thanksgiving Break 2,546 (72.0%) 1 day 1 day 839 1 day 2 days (24.0%)85 (2.4%)2 days 2 days 56 2 days 3 days (1.6%)3,526 (100.0%)

Table 6: Class days lost to breaks if fall break was scheduled in fall 2016

Q18 Won't courses scheduled only once a week be most affected by a fall break?

A18 Yes, courses scheduled on a Thursday or Friday will be most affected by a Thursday–Friday break. However, most one-day-a-week courses are scheduled on Tuesdays (530 in fall 2016), and the least-scheduled for one-day courses are Thursdays and Fridays (362 and 214, respectively, in fall 2016), see Table 7.

On the flip side, if the break was scheduled for Monday—Tuesday in fall 2016, 45% of the courses scheduled on a Monday would have lost two days to Labor Day and fall break. If the break was scheduled for Thursday—Friday in fall 2016, 99% of the courses scheduled on a Thursday or Friday would have lost two days to fall break and Thanksgiving break.

		1 Lost Day	1 Lost Day	2 Lost Days
Once-a	Total	w/o Fall	w/Fall	w/Fall
Week-Class	Scheduled	Break*	Break**	Break***
Monday	451	438	13	438 (45%)
Tuesday	530		530	
Wednesday	461	458		
Thursday	362	358	4	358 (99%)
Friday	214	213	1	213 (99%)

^{*} One lost day without fall break is day lost to Labor Day or Thanksgiving break.

Note: This table does not include Veterans Day, observed on a different day each year.

Q19 Will the university be closed for fall break?

A19 No, the break affects only scheduled classes. All classes will be cancelled, but university offices will remain open.

Q20 Why won't fall break be considered a university (i.e., staff) holiday?

A120 As a state entity, we must follow state regulations for holidays. Kent State and other public colleges and universities are allowed 10 staff holidays annually per the Ohio Revised Code.⁸

Q21 Will dining service and residence halls be closed during fall break?

A21 No, dining services and residence halls will be open and operational. Students will have the opportunity to remain on campus should they choose to do so.

^{**} One lost day with fall break is day lost to fall break but not to another break/holiday (i.e., course began after Labor Day or ended before Thanksgiving break).

^{***}Two lost days with fall break are days lost to fall break (if scheduled for that day) and to another break/holiday.

Q22 Will fall break be implemented for all campuses and locations?

A22 Yes, the fall break is for the university, regardless of course location.

Q23 Will fall break be implemented for online courses?

A23 Yes, the fall break is for all university courses, regardless of instructional delivery method.

Q24 Could class be scheduled during fall break?

A24 No scheduled educational meetings with students (e.g., classes, labs, exams) will be held during fall break. However, student services (e.g., advising, library, tutoring, health services, student center, recreational and wellness center) will be open and available for students.

Consequently, a fall break could provide opportunities for service-oriented activities, similar to the Alternative Spring Break offered through the Office of Experiential Education and Civic Engagement.

Q25 How will out-of-class courses (e.g., internship, clinical, student teaching) be affected with a fall break?

A25 A fall break should have no impact. Any agreement students have with external agencies in terms of participation and attendance should be enforced.

Q26 Will midterms be affected by an October fall break?

A26 No, midterms will not be affected. The midterm evaluation period (for course levels 00000 to 20000) is from the fourth to seventh week of the semester. Deadline for submitting a midterm evaluation is the following Tuesday. The proposed fall break will occur at the end of week eight.

Q27 Do graduate students need a fall break?

A27 It is the belief that graduate students need a fall break as much as undergraduate students. Many first-semester graduate students are returning to school after years away and may experience the same stress and anxiety issues as do undergraduate students. In addition, many graduate students have part- and full-time jobs and may benefit from a break to catch up on assignments and devote time to their research. The same rationale is true for faculty members who teach graduate courses.

Q28 Why is the half-day Wednesday of Thanksgiving week becoming a full-day break?

A28 A full-day Wednesday provides students with time to travel home for the holiday. As more of our students come from farther distances, the extra time allows for longer travels. Based on anecdotal evidence, courses scheduled in the morning of the Wednesday before Thanksgiving experience low rates of attendance or are cancelled altogether.

Q29 Won't extending Thanksgiving break to full-day Wednesday encourage students to not show up for classes on Monday and Tuesday?

A29 That may happen. However, that situation could also apply to any class scheduled before a holiday or break. We cannot control student actions, but we can emphasize the strong correlation between attendance and earned grade point average (and the research that supports this correlation).

Q30 Will the university be closed on the Wednesday of Thanksgiving break?

A30 No, the university and all offices will remain open on Wednesday. The university will be closed on Thursday (Thanksgiving Day) and Friday (Columbus Day observed) as they are and will continue to be university holidays.

Q31 Why not have a two-day break in October and a full-week Thanksgiving break?

A31 The purpose of the fall break is not to give students more days off from class. The purpose is to strategically implement a short class break at a time needed most by students, as evidenced by data from University Health Services.

Q32 Are there any other changes to the calendar?

A32 No, the only changes on the table for approval are the conversion of two and a half days from class time to class recess in the fall semester.

Q33 Who was involved in reviewing the proposed changes before it moved for approval?

A33 Representatives from the following areas were given documents outlining the proposed fall break and invited to attend meeting(s) to discuss the initiative and provide feedback: AAUP Non-Tenure-Track Unit, AAUP Tenure-Track Unit, Associate and Assistant Deans Committee, Bursar, Chairs and Directors Committee, Curriculum Services, Facilities Planning and Operations, Faculty Senate Executive Committee, Finance and Administration, Global Education, Graduate Admissions, Graduate Student Senate, Graduate Studies, Human Resources, Information Services, Institutional Research, Intercollegiate Athletics, Kent State System Integration, Kent Student Center, Parking Services, Provost, Residence Services, Student Financial Aid, Student Ombuds, Undergraduate Admissions, Undergraduate Student Government, University Architect, University Ceremonies, University Communications and Marketing, University Dining Services, University Health Services, University Registrar and Vice President for Student Affairs.

Q34 Do other universities have a fall break? If yes, how is it implemented?

- A34 A review was conducted of our 30 peer, aspirational, benchmark and fellow Ohio public universities, see Appendix A. From that review, it was learned that 17 universities (57%) have a full-week break in the fall semester. Of those 17 universities,
 - 13 (76%) have a break in October, three (18%) have a full-week Thanksgiving break, and one (6%) has a two-day break in early November;¹⁰
 - nine of the 13 universities (69%) have an October break for two weekdays, and four (31%) have an October break of one weekday; and
 - location of break is nearly split in half, with seven (54%) in the beginning of the week and six (46%) at the end of the week.

¹⁰ The 13 peer, aspirant, benchmark and Ohio public universities with an October break are Ball State, Bowling Green, Cincinnati, Cleveland State, Memphis, Miami, Ohio State, Ohio U, Southern Mississippi, Toledo, UNC–Greensboro, Utah State and Virginia Commonwealth. The three universities with a full-week Thanksgiving break are Temple, Mississippi and Georgia State. The one university with a two-day break in early November is Clemson. See Appendix A for a full review.

PROPOSED ACADEMIC CALENDAR (FALL RECESS)

FALL SEMESTER

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University Midterm

Evaluations

Holiday

Fall

Break

Thanksgiving

Break

Final

Exams

Semester

Break

COLOR LEGEND Classes

APPENDIX A

THE ACADEMIC CALENDAR FOR KENT STATE UNIVERSITY WAS COMPARED AGAINST THE CALENDARS OF 30 UNIVERSITIES FROM FOUR GROUPS

Ohio Public Universities:

- Bowling Green State University
- Cleveland State University
- Miami University
- Ohio State University
- University of Akron
- University of Cincinnati
- University of Toledo
- Wright State University
- Youngstown State University

Peer Universities:

- Georgia State University
- Ohio University
- University of Houston
- University of North Texas
- Utah State University
- Western Michigan University

Aspirational Universities:

- Clemson University
- Temple University
- University of South Florida
- Virginia Commonwealth University

Benchmark Universities as Determined by the National Center for Higher Education Management Systems:¹

- Ball State University
- Bowling Green State University
- Miami University
- Northern Illinois University
- Ohio University
- State University of New York at Albany
- Texas Tech University
- University of Memphis
- University of Mississippi
- University of North Carolina, Greensboro
- University of North Texas
- University of Oklahoma, Norman
- University of Southern Mississippi
- University of Texas, Arlington
- University of Wisconsin, Milwaukee
- Western Michigan University

¹ Benchmark University of Oregon is removed from the analysis due to it being on the quarter system.

CLASS LENGTH, SEMESTER LENGTH AND BREAK LENGTH

Table 1: Semester and Breath Lengths at Comparable Universities for Academic Year 2016-172

		Fall		-1 3			Summe	r	Unive	Count	
University	Class	Semester	Break	Class	Semester	Break	Class	Break	Fall Semester		
Akron	14.4	16.0	4.0	15.1	17.0	1.0	13.0	1.0	Total Length		
Ball State	15.4	17.0	3.3	15.0	16.7	1.3	9.8	4.3	17 weeks	6	(20%)
Bowling Green	15.0	16.7	3.4	15.0	16.7	1.3	11.7	2.4	16 weeks	22	(73%)
Cincinnati	14.1	15.9	4.1	13.7	15.6	1.6	12.9	2.1	15≥ weeks	2	(7%)
Clemson	14.7	16.4	4.6	15.7	16.4	1.6	11.9	1.1	Class Time		
Cleveland State	14.1	16.1	3.9	14.9	17.0	1.0	12.0	2.0	15 weeks	9	(30%)
Georgia State	14.3	16.3	3.7	14.1	16.3	0.7	11.9	3.3	14 weeks	18	(60%)
Houston	14.3	16.4	4.6	14.3	16.6	0.4	12.9	1.1	13 weeks	3	(10%)
Memphis	13.4	15.6	5.4	13.4	15.6	0.4	12.7	2.3	Winter Break		
Miami	13.6	15.9	5.3	13.9	15.9	0.3	11.7	3.3	6 weeks	1	(3%)
Mississippi	14.0	15.7	6.3	13.9	15.7	0.3	12.9	1.1	5 weeks	8	(27%)
North Texas	14.0	15.6	4.4	14.6	16.6	0.4	12.7	2.3	4 weeks	14	(47%)
Northern Illinois	14.1	15.9	5.3	14.4	16.7	5.3	8.0	1.0	3 weeks	7	(23%)
Ohio State	14.6	16.4	3.4	14.3	16.3	1.0	12.1	2.7	Spring Semest	er	
OK-Norman	15.0	16.7	4.3	14.7	16.7	0.3	12.7	1.3	Total Length		
Ohio U	14.3	15.7	4.3	14.1	15.7	1.3	13.7	2.3	17 weeks	18	(60%)
South Florida	14.0	15.6	4.4	14.6	16.6	1.4	11.7	2.3	16 weeks	12	(40%)
S Mississippi	14.7	16.3	4.4	15.0	16.6	0.4	11.1	2.1	Class Time		
SUNY Albany	14.3	16.3	4.9	14.1	16.7	0.3	11.7	2.4	16 weeks	1	(3%)
Temple	13.9	16.4	3.7	13.7	16.3	0.6	12.3	2.7	15 weeks	13	(43%)
Texas Tech	13.6	14.4	5.0	14.6	16.9	2.9	9.6	2.3	14 weeks	15	(50%)
Texas-Arlington	14.7	16.3	4.3	14.9	16.7	0.3	13.3	1.1	13 weeks	1	(3%)
Toledo	14.7	16.7	3.3	14.7	16.7	1.3	11.0	2.3	Spring-Summe	er Br	eak
UNC-Greensboro	13.9	16.4	4.6	14.2	16.4	1.0	10.3	3.3	3≤ weeks	2	(6%)
Utah State	14.1	15.7	3.3	15.0	16.7	0.3	13.7	2.3	2 weeks	2	(7%)
VA Commonwealth	14.4	16.9	3.7	14.1	16.7	1.3	11.7	1.7	1 week	14	(47%)
Western Michigan	13.3	14.6	3.3	14.0	15.7	1.1	14.7	2.4	1> week	12	(40%)
WI-Milwaukee	13.4	15.6	4.3	14.3	16.9	1.3	11.7	2.4	Summer Term		
Wright State	14.4	15.9	3.1	14.0	15.9	1.1	11.6	4.4	14≤ weeks	3	(10%)
Youngstown State	15.0	16.6	4.0	15.0	16.9	1.1	11.9	2.4	13 weeks	8	(27%)
Minimum	13.3	14.4	3.1	13.4	15.6	0.3	8.0	1.0	12 weeks	13	(43%)
Maximum	15.4	17.0	6.3	15.7	17.0	5.3	14.7	4.4	11≥ weeks		(20%)
Average	14.3	16.1	4.2	14.4	16.4	1.1	12.0	2.3	Summer-Fall E	3reak	K
Kent State	14.4	16.0	4.0	15.0	17.0	1.0	12.9	1.1	4 weeks	2	(7%)
									3 weeks	5	(17%)
									2 weeks		(53%)
									1 week	7	(23%)

² Class weeks include weekends and holidays, but do not include recess, reading days and exam days. (Thanksgiving in this analysis is treated as recess, not a holiday.) Semester weeks are all days from first day of class to last day of exams. Break weeks are all days between last day of exams and first class day of next term.

OCTOBER RECESS

Of the 30 comparable universities, 13 universities (43%) have a recess in October. Six of those 13 universities (69%) have an October recess for two or more days, and seven of those 13 universities (54%) have the recess in the beginning of the week.

Chart 1: October Recess at Comparable Universities for Academic Year 2016-17

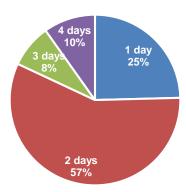


Table 2: Fall Recess at Comparable Universities for Academic Year 2016-17

		F		Spring Recess		
University	Oct	ober	Nove	ember	Days	Days
Ball State	Mon-Tue	10/10-11	Wed-Sun	11/23-27	7.0	8.0
Bowling Green	Mon-Tue	10/10-11	Wed-Fri	11/23-25	5.0	5.0
Cincinnati	Thu-Fri	10/13-14	Thu-Sun	11/24-27	6.0	7.0
Cleveland State	Mon-Tue	10/10-11	Thu-Sun	11/24-27	5.0	8.0
Memphis	Sat-Tue	10/8-11	Wed-Sun	11/23-27	7.0	7.0
Miami	Fri-Sun	10/14-16	Tue-Sun	11/22-27	8.5	7.0
Ohio State	Thu-Fri	10/13-14	Wed-Thu	11/23-24	4.0	5.0
Ohio U	Mon	10/3	Wed-Fri	11/23-25	4.0	5.0
S Mississippi	Thu-Fri	10/20-21	Wed-Fri	11/23-25	5.0	5.0
Toledo	Mon	10/3-4	Wed-Fri	11/23-27	7.0	7.0
UNC-Greensboro	Sat-Tue	10/15-18	Wed-Sun	11/23-27	9.0	8.5
Utah State	Fri	10/21	Wed-Fri	11/23-25	4.0	5.0
VA Commonwealth	Thu-Fri	10/20-21	Wed-Sun	11/23-27	7.0	8.0
	6.0	6.6				

Of the 17 out of 30 universities that do not have an October recess, three universities (Temple, Mississippi, Georgia State) have a full-week Thanksgiving recess, and one university (Clemson) has a Monday—Tuesday recess in early November.

Table 3: Academic Calendars at Comparable Universities With October Recess for Academic Year 2016-173

	Fall Semester			Spring Semester				Summer				
	Class	Exam	Recess	Semester		Class	Exam	Recess	Semester	•	Class	
University	Weeks	Days	Days	Weeks	Break	Weeks	Days	Days	Weeks	Break	Weeks	Break
Ball State	15.4	4.0	7.0	17.0	3.3	15.0	4.0	8.0	16.7	1.3	09.8	4.3
Bowling Green	15.0	5.0	5.0	16.7	3.4	15.0	5.0	5.0	16.7	1.3	11.7	2.4
Cincinnati	14.1	6.0	6.0	15.9	4.1	13.7	5.0	7.0	15.6	1.6	12.9	2.1
Cleveland State	14.1	6.0	6.0	16.1	3.9	14.9	6.0	8.0	17.0	1.0	12.0	2.0
Memphis	13.4	7.0^{4}	7.0	15.6	5.4	13.4	7.0^{4}	7.0	15.6	0.4	12.7	2.3
Miami	13.6	6.0	8.5	15.9	5.3^{5}	13.9	6.0	7.0	15.9	0.3	11.7	3.3
Ohio State	14.6	7.0^{4}	4.0	16.4	3.4	14.3	7.0^{4}	5.0	16.3	1.0	12.1	2.7
Ohio U	14.3	5.0	4.0	15.7	4.3	14.1	5.0	5.0	15.7	1.3	13.7	2.3
S Mississippi	14.7	4.0	5.0	16.3	4.45	15.0	4.0	5.0	16.6	0.4	11.1	2.1
Toledo	14.7	5.0	7.0	16.7	3.3	14.7	5.0	7.0	16.7	1.3	11.0	2.3
UNC-Greensboro	13.9	8.0^{4}	9.0	16.4	4.6	14.2	7.0^{4}	8.5	16.4	1.0	10.3	3.3
Utah State	14.1	5.0	4.0	15.7	3.3	15.0	5.0	5.0	16.7	0.3	13.7	2.3
VA Commonwealth	14.4	8.0	7.0	16.9	3.75	14.1	9.0^{4}	8.0	16.7	1.3	11.7	1.7
Maximum	15.4	8.0	9.0	17.0	5.4	15.0	9.0	8.5	17.0	1.6	13.7	4.3
Minimum	13.4	4.0	4.0	15.6	3.3	13.4	4.0	5.0	15.6	0.3	09.8	1.7
Average	14.3	5.4	6.1	16.3	3.9	14.4	5.0	6.6	16.4	1.0	11.9	2.5
Kent State	14.4	6.0	4.5	16.0	4.0	15.0	6.0	7.0	17.0	1.0	12.9	1.1

³ Class weeks include weekends and holidays, but do not include recess, reading days and exam days. (Thanksgiving in this analysis is treated as recess, not a holiday.) Semester weeks are all days from first day of class to last day of exams. Break weeks are all days between last day of exams and first class day of next term.

⁴ Exam days include one "reading/study" weekday before the start of exams.

⁵ University has an official winter term: Miami University (2.9 weeks); University of Southern Mississippi (1.6 weeks); Virginia Commonwealth University (1.7 weeks)

FALL AND SPRING CLASS START DATES

Kent State's fall semester starts on the last Monday of August, which aligns with nine (30%) of the 30 comparable universities. The majority (18 or 60%) at comparable universities start on the second-to-last Monday or on a day in that second-to-last week of August. Three (10%) start either earlier in August or in the first week of September. Ten universities start the fall semester on a day other than a Monday.

Kent State's spring semester starts on the second or third Monday of January; however, depending on the year. Of the 30 comparable universities, 13 (47%) follow Kent State's schedule, and 13 (47%) start the first or second week of January. Four (13%) start the third or fourth week of January. However, each university's spring start date is determined by both the length of its fall semester and its winter break.

Table 4: Semester Start Date at Comparable Universities for Academic Year 2016-17 Sorted Chronological by Fall Class Start Date

University	Fall Class Start	Spring Class Start
Clemson	Wed 8/17/16	Wed 1/11/17
Ball State ⁶	Sat 8/20/16	Mon 1/9/17
Bowling Green	Mon 8/22/16	Mon 1/9/17
Cincinnati	Mon 8/22/16	Mon 1/9/17
Georgia State	Mon 8/22/16	Mon 1/9/17
Houston	Mon 8/22/16	Mon 1/16/17
Memphis	Mon 8/22/16	Mon 1/16/17
Mississippi	Mon 8/22/16	Mon 1/23/17
Northern Illinois	Mon 8/22/16	Mon 1/16/17
OK-Norman	Mon 8/22/16	Mon 1/16/17
Ohio U	Mon 8/22/16	Mon 1/9/17
South Florida	Mon 8/22/16	Mon 1/9/17
Toledo	Mon 8/22/16	Mon 1/9/17
UNC-Greensboro	Mon 8/22/16	Mon 1/16/17
Ohio State	Tue 8/23/16	Mon 1/9/17
S Mississippi	Wed 8/24/16	Tue 1/16/17
Youngstown State	Wed 8/24/16	Mon 1/9/17
Texas-Arlington	Thu 8/25/16	Mon 1/16/17
VA Commonwealth	Thu 8/25/16	Mon 1/16/17
Cleveland State ⁶	Sat 8/27/16	Sat 1/14/17
North Texas	Mon 8/29/16	Mon 1/16/17
SUNY Albany	Mon 8/29/16	Mon 1/23/17
Temple	Mon 8/29/16	Tue 1/17/17
Texas Tech	Mon 8/29/16	Thu 1/19/17
Akron	Mon 8/29/16	Mon 1/16/17
Kent State	Mon 8/29/16	Mon 1/16/17
Miami	Mon 8/29/16	Mon 1/23/17
Utah State	Mon 8/29/16	Mon 1/9/17
Wright State	Mon 8/29/16	Mon 1/9/17
Western Michigan	Tue 9/6/16	Mon 1/9/17
WI-Milwaukee	Tue 9/6/16	Mon 1/23/17

⁶ For Ball State and Cleveland State, fall classes start on Saturday; however, the fall semester officially starts on the following Monday.

SPRING RECESS AND SUMMER TERM

Kent State's Spring Recess occurs in the 11th week of spring class. Of the 30 comparable universities, the majority (18 or 60%) have spring recess in the ninth week of the spring semester.

Table 5: Spring Recess at Comparable Universities for Academic Year 2016-17.

Week of Spring	
Recess in the	University
Spring Semester	Count
8	6 (20%
9	18 (60%)
10	4 (13%)
11	2 (7%)
Total	30 (100%)

Kent State offers a 13-week summer term. Of the 30 comparable universities, the majority (13 or 43%) have a 12-week summer term. As shown in table 6, each university schedules its sessions differently.

Table 6: Class Sessions at Comparable Universities with 12-Week Summer Terms.

University	Summer Sessions		University	Summer Sessions	
Bowling Green	2 6-weeks 1 8-weeks			SUNY Albany	3 4-weeks 4 6-weeks 1 12-weeks
Clemson	3 3-weeks 1 5-weeks 1 6-weeks		Temple	3 4-weeks 2 6-weeks 1 12-weeks	
Cleveland State	1 11-weeks 2 6-weeks 1 8-weeks 1 10-weeks 1 12-weeks		VA Commonwealth	1 3-weeks 2 4.5-weeks 1 5-weeks 1 6-weeks 2 8-weeks	
Georgia State	1 3-weeks 1 6-weeks 1 7-weeks		WI-Milwaukee	1 3-weeks 3 4-weeks 4 6-weeks	
Miami	3 4-weeks 2 6-weeks 2 8-weeks 1 12-weeks			1 8-weeks 1 12-weeks	
			Wright State	2 6-weeks 1 12-weeks	
Ohio State	3 4-weeks 2 6-weeks 2 8-weeks		Youngstown State	3 6-weeks 1 8-weeks 1 12-weeks	
South Florida	South Florida 2 6-weeks 1 10-weeks				

UNIVERSITY HOLIDAY SCHEDULE

The definition of "holiday" for this analysis is a day when classes are cancelled and campus offices are closed. Holidays not included in this analysis are those that occur when the specific comparable university is not in a semester session (e.g., Christmas is not included in the analysis because that holiday happens when the universities are in a break between semesters).

Excluding the Thanksgiving holiday (fourth Thursday and Friday of November), the majority of the 30 comparable universities have one holiday (Labor Day) in the fall semester, one holiday (Martin Luther King Jr. Day) in the spring semester and two holidays (Memorial Day and Independence Day) in the summer term.

Table 7: Comparable Universities With Full-Week Fall Recess

University	Fall ⁷ Holidays	Spring ⁸ Holidays	Summer ⁹ Holidays
Ball State	1	1	2
Bowling Green	2	1	2
Cincinnati	2	1	2
Clemson	1	1	1
Cleveland State	2	2	2
Georgia State	1	1	2
Memphis	1	1	2
Miami	1	0	2
Mississippi	1	1	2
Ohio State	2	1	2
Ohio U	2	1	2
S Mississippi	1	4	2
Temple	1	1	2
Toledo	2	1	2.7
UNC-Greensboro	1	1	2
Utah State	1	2	3
VA Commonwealth	1	1	2
Kent State	2	1	2

Fall		
1 holiday	11	65%
2 holidays	6	35%
Spring		
0 holiday	1	6%
1 holiday	13	76%
2 holidays	2	12%
4 holidays	1	6%
Summer		
1 holiday	1	6%
2 holidays	14	82%
2.7 holidays	1	6%
3 holidays	1	6%

Table 8: Comparable Universities With Only Thanksgiving Recess

University	Fall ⁷ Holidays	Spring ⁸ Holidays	Summer ⁹ Holidays
Akron	1	2	2
Houston	1	1	1
North Texas	1	1	2
Northern Illinois	1	1	1
OK-Norman	1	1	2
South Florida	2	1	2
SUNY Albany	4.5	2	2
Texas Tech	1	1	1
Texas-Arlington	1	1	2
Western Michigan	1	1	2
WI-Milwaukee	1	1	2
Wright State	2	1	2
Youngstown State	2	1	2
-			
Kent State	2	1	2

Fall		
1 holiday	9	69%
2 holidays	3	23%
4.5 holidays	1	8%
Spring		
1 holiday	11	85%
2 holidays	2	15%
Summer		
1 holiday	3	23%
2 holidays	10	77%

⁷ Fall holidays for this analysis do not include Thanksgiving Day or the floating holiday after Thanksgiving. Typical fall holidays are Labor Day and Veteran's Day. SUNY Albany also has Rosh Hashanah and Yom Kippur.

⁸ Typical spring holidays are Martin Luther King Jr. Day, President's Day, Passover and Easter. The University of Southern Mississippi also has Mardi Gras and Good Friday.

⁹ Typical summer holidays are Memorial Day and Independence Day.