



**ACADEMIC WORK DURING UNIVERSITY HOLIDAYS AND BREAKS**

Responsible Official: **PROVOST**

Responsible Office: **OFFICE OF THE PROVOST**

**Policy Purpose**

This policy specifies that Breaks and University Holidays are times for academic work to pause. This policy does not apply to the Quillen College of Medicine or Gatton College of Pharmacy.

**Policy Statement**

ETSU affirms the value of Breaks and University Holidays as a time to pause required academic work as part of faculty and student wellness and success.

I. Scope.

This policy applies to undergraduate and graduate courses scheduled during a Full-Term or Summer Session, as published on the Office of the Registrar's website.

This policy does not apply to:

- A. study abroad courses;
- B. courses offered during a shortened term;
- C. courses offered during Winter Break;
- D. clinical rotations scheduled by outside third parties;
- E. courses taken in partnership with outside entities;
- F. Quillen College of Medicine; and
- G. Gatton College of Pharmacy.

II. Limitations During University Holidays and Breaks.

Required Academic Work in courses offered during Full Terms and Summer Sessions shall not be scheduled or due on University Holidays or during Breaks. This limitation does not apply to: (1) make-up opportunities for missed work requested by the student; (2) requests to resubmit assignments; (3) work required to complete a course after the student requests an incomplete; or (4) thesis or

dissertation defenses scheduled by the student. Faculty should provide advanced notice to students if assignments are due the class period following University Holidays or Breaks.

III. Exceptions.

Exceptions to this policy may be made in the discretion of the Provost or the Provost’s designee.

Authority: Focus Act § 49-8-203, et seq.

Previous Policy:

**Defined Terms**

*A defined term has a special meaning within the context of this policy.*

Breaks	Includes Fall Break and Spring Break as published by the Office of the Registrar in the academic calendar for a specific term. It does not include Winter Break.
Full Term	Includes the full-term sessions for Fall and Spring semesters as indicated on the <a href="#">academic calendar on the Office of the Registrar’s website</a> .
Required Academic Work	Includes, but is not limited to, required assignments, participation opportunities, activities counting as a grade component, or study or review sessions which a student may feel obligated to attend.
Summer Sessions	Includes Session I, II, and the dual session as indicated on the <a href="#">academic calendar on the Office of the Registrar’s website</a> .
University Holidays	Includes those dates approved by the president, in accordance with the ETSU <a href="#">Leave Policy-Holidays</a> and which are published on the <a href="#">Office of Human Resources’ website</a> .

**Policy History**

**Effective Date**

- a. Initial: 04/29/24
- b. Revised:

## Procedure

## Procedure History

### Effective Date

- a. Initial: 04/29/24
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## Related Form(s)

[Academic Calendar](#)  
[University Holidays](#)

## Scope and Applicability

Primary:

Secondary: