



Academic Calendar: Potential Inclusions

August 2024

The *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* stipulates that the program academic calendar must be made known to all students. An academic calendar is typically published in the institutional catalog for programs sponsored through a post-secondary academic setting (for example, a college or university). Other sponsor types may not publish a robust catalog that includes the typical information in such a catalog. However, certain information is still required to be available to the public. The details may be contained in a separate document that can be electronic or available in hard copy, or the information may be included in a student handbook for the program.

Potential inclusions for the academic calendar include the following, which will be adjusted or modified based on the specific program structure and details.

1. Essential dates
 - a. Program application/registration deadline
 - b. Orientation date(s) if applicable
 - c. Program/course start dates
 - d. Tuition payment due deadlines
 - e. Withdrawal deadlines
 - f. Observed holidays
 - g. Dates of any scheduled breaks between units of instruction
 - h. Scheduled final summative evaluation
 - i. Anticipated on-time graduation dates

2. Class days of the week and hours of instruction

3. Anticipated start and completion dates for clinical rotations, field experience, rotations, and capstone field internship