Academic Calendar Guidelines

Policy/Procedure

The faculty approves the following guidelines within which appropriate members of the administration shall prepare the College calendar each year. The calendar thus prepared for a given year shall be presented to the Academic Program and Standards Committee for its approval and reported to the faculty 16 months before the effective date of the calendar. These guidelines are in descending order of importance; if any two should prove incompatible, the earlier one shall take precedence.

1. Each semester shall have 15 weeks of instruction. (NOTE: Federal regulation requires 30 weeks of instruction for an academic year. A week of instruction is defined as any week in which at least one day of regularly scheduled instruction, examinations, or preparation for examinations occurs.)

2. The number of classroom hours shall be equal for each class meeting day of the week.

3. There shall be a minimum of 2 weeks of classes following Thanksgiving break.

4. There shall be a final examination period of six days each semester.

5. Final examinations for the semester shall end before Winter break.

6. The beginning of the second semester shall occur about the end of January.

7. There shall be a recess each semester.

8. There shall be a one-day reading period before final examinations each semester.

9. Roll Call shall always occur half-way through the semester on or about the 34th day. In the Fall, Roll Call shall be scheduled to occur after Fall Pause. In the Spring, Roll Call shall be scheduled to occur the Monday after Spring Break.

10. The Withdrawal deadline shall occur at 4:00 p.m. on the last day of classes for the semester.

11. Spring Break shall occur in week #8 of the semester.

12. Add/drop shall occur for the first five (5) class meeting days of each semester.

Related Information
POLICY X
Title

History/Revision Information

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