

ACADEMIC CALENDAR DEVELOPMENT

I. PURPOSE

Describes responsibilities and procedures for the development and approval of the college's annual academic calendar

II. LEGAL REFERENCE

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 4, Subchapter A, Rule 4.5; Texas Higher Education Coordinating Board (THECB) Rules, Chapter 4, 4.5, 4.6

III. DEFINITIONS

- A. *Class recess (break)*: a college workday or longer period when classes are not held. A class recess (or break) is a break for students from attending classes and for teachers from teaching; it is not necessarily a "day off" (see *holiday*) for all college employees unless expressly designated as such; that is, college offices may well be open for business on a day when classes are not in session.
- B. *Holiday*: a Board-approved non-work day or longer period designated as a "day off" for all employees, during which time the college is closed to the public.

IV. POLICY

- A. The college shall develop an annual academic calendar to be published on the college website.
- B. This college's academic calendar shall include the dates of all operational activities that affect students and the public (such as registration dates and holidays during which the college is closed). These dates shall include, but are not limited to, the following:
 1. registration for classes
 2. commencement ceremonies
 3. final examinations
 4. college holidays
 5. class recesses
 6. beginnings and endings of fall and spring semesters and summer sessions
- C. The academic calendar shall be approved by the college's Board of Trustees prior to publication and implementation.

(POLICY APPROVAL: 8-16-95, Board of Trustees)

V. PROCEDURES

- A. The Director of Admissions and Registration prepares a detailed proposed schedule for registration, final examinations, etc., by October 15 for the following academic year and submits it **for review** to the **Vice President of Student Services (VPSS), Director of Financial Aid, and the Senior Vice President of Instruction (VPI) for review.**
- B. **The Director of Financial Aid ensures the academic calendar complies with federal and state regulations as related to financial aid. Upon the Director's review and approval, the calendar is sent to the VPSS for review.**
- A-C. **The VPSS reviews the academic calendar for accuracy as related to admission, registration, and financial aid procedures. Upon the VPSS's review and approval, the calendar is sent to the VPI for review.**

- BD. The ~~Senior~~ Vice President of Instruction reviews the academic calendar for accuracy as related to the academic year. Upon review and approval, the VPI presents the proposed calendar to the President for review and revision by the President and the President's Cabinet.
- E. The President submits the proposed academic calendar to the Board of Trustees for approval prior to publication and implementation.
- ~~CF. After the calendar is reviewed and any necessary revisions have been made, the President recommends the calendar for approval to the Board of Trustees.~~
- DF. The approved academic calendar is published on the college website and in the college catalog, as well as published in any other appropriate College site.

VI. GUIDELINES

The academic calendar should be of sufficient length to insure the equivalent of fifteen weeks of instruction (not including final examination days) for all credit classes. That is, a typical three-credit lecture course must consist of at least 45 contact hours plus a final-exam period.

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BAM, 11-16-10
LAC/DL, 9-6-16

- C. After the calendar is reviewed and any necessary revisions have been made, the President recommends the calendar for approval to the Board of Trustees.
- D. The approved academic calendar is published on the college website.

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