ADMINISTRATIVE PROCEDURE

TITLE: Academic Calendar
ADMINISTRATIVE PROCEDURE #   4010
RELATED TO POLICY #   4010 Academic Calendar

A. The College's three-year academic calendar shall include , at minimum, the following:

   1. class registration
   2. payment deadlines
   3. dates classes begin and end each term (summer, fall, winter, and spring)
   4. final examinations
   5. last date to drop class(es) and be eligible for a refund as well as to add, withdraw, and/or change status from credit to audit
   6. exceptions to the above for classes that meet for shorter periods during the term
   7. college holidays, spring break, winter break, and campus closings
   8. petition to graduate deadlines
   9. Commencement

B. The academic calendar shall be of sufficient length to ensure the equivalent of 11 weeks of instruction per term (including final examination days) for all credit classes.

C. The Director of Registration and Records and the Chief Academic Officer will make reasonable efforts to coordinate the College's academic calendar with those of the public schools and regional institutions of higher education so that start dates and class breaks of any appreciable length (such as annual spring break) coincide in most systems.

D. After vetting through the appropriate College entities and approval by the College Board of Education for approval, the approved three-year calendar is published in the website. The UCC website will also post tentative academic calendars for the next two years.

REFERENCE: NWCCU Standard 2.G.2 *(updated 3/19/2021)*

RESPONSIBILITY:
The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION: 2/11/2020 by CC
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW: