

POLICY NAME:	Academic Calendar Policy
EFFECTIVE:	May 4, 2022
REVISED:	
APPROVED BY POLICY COMMITTEE:	Yes - April 20, 2022
APPROVED BY PRESIDENT'S CABINET:	Yes – May 4, 2022

I. Policy Statement and Purpose

This policy ensures consideration of factors that contribute to establishing the annual academic calendar. The calendar will include dates of operational activities that affect students, faculty, and staff. In accordance with ACCS Policy 723.01, Trenholm State Community College will develop the college calendar by adhering to the following:

- The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
- The calendar dates include instructional and non-instructional days, registration, drop/add, final examination days, and holidays.
- The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
- Days that the institution is officially open are duty days for all full-time, non-instructional personnel.

II. Academic Calendar Committee

The Academic Calendar Committee is responsible for developing the annual academic calendar. Committee representation will include representatives from instruction, student services, facilities, the business office, executive administration, and the student body. The chairs of the committee will submit the calendar to the President's cabinet for final approval. The calendar will be published on the College's website and in the Catalog and Student Handbook.

III. Academic Year and Length of Academic Terms

The academic calendar length will ensure the equivalent of 16 weeks of instruction per semester (including final examination days) for all credit classes during the fall and spring semesters. The College will offer a summer term which will consist of a 10-week semester. Each term will be inclusive of the College final exam schedule.

IV. Guidelines for the Academic Calendar

A. Planning

Academic calendars should be established at least two years in advance to allow faculty, staff, and students to plan schedules. However, academic calendars may require revisions based on changes in ACCS or college policies and procedures.

B. Final Exams

All final exams days will be designated on the academic calendar. The final exam schedule will be posted on the College's website and emailed to all faculty.

Students will be notified via the course syllabus. Faculty are to administer the final exam during the designated days and times as listed on the schedule. The Dean of Instructional Services must approve any changes to administering the final exam on an alternate day or time.