POLICIES & PROCEDURES

Title: College Calendar Policy
Document Number: IN_001
Effective Date: 7/1/2023
Revised Date:
Department: Institutional

Purpose

The policy defines and provides procedures for establishing the College's calendar, which shall adhere to the Louisiana Community and Technical College System (LCTCS) Academic Calendar and Census Date policy (Policy 1.031).

Scope

Entire College community.

Policy

Each fall, the College Calendar Committee chair will prepare a draft of the Instructional Day Calendar to determine each term and part-of-term's start date (first day of class) and end date (last day of class), and final grade due date. The Instructional Day Calendar shall adhere to LCTCS Policy 6.003 that all 9-month faculty are contractually required to report for duty 180 days per academic year. The Instructional Day Calendar is presented to faculty senate for review and approval. Once approved, the chair will then draft the remaining dates for Committee review. The Committee will collaborate to ensure that the deadlines and reporting dates for their respective areas are appropriately assigned per federal financial aid, LCTCS and Louisiana Board of Regents guidelines.

College Calendar Committee
The College Calendar Committee includes representatives from the following academic and administrative areas:
1. Academic Affairs
   - Vice Chancellor of Education and Student Services
   - Dean of Instruction
   - Dean of Nursing and Allied Health
   - Faculty Senate Co-Chairs
   - Registrar's Office
2. Enrollment Management
   - Dean of Students
   - Director of CTE and High School Initiatives

3. Business Affairs
   - Vice Chancellor of Finance and Administration
   - Director of Financial Aid
   - Executive Director of Student Financial Services
4. Human Resources
   - Executive Director of Human Resources
5. Information Technology
   - Director of IT Systems

Approval

The College Calendar Committee will forward its recommended calendar to the Vice Chancellor of Education and Student Services, for Executive Cabinet review, no later than November 1. No more than two weeks will be allotted for review of the calendar and for recommending changes to the College Calendar Committee. If no changes are recommended, the calendars will be presented to the College Council for final approval no later than January.

Guiding Policy

The following parameters must be followed when the College Calendar Committee creates each calendar.

A. **The Academic Year**

   The academic year consists of the following:
   - Two full term semesters of 16 weeks (fall and spring)
     - 15- instructional weeks
     - 1- final exams week
     - Parts-of-Term (final exams administered on the last day of class)
       - 1st Half Term – 8 weeks
       - 2nd Half Term – 8 weeks
       - Wintersession – 3 weeks (spring only; as needed)
   - One summer term of 11 weeks
     - Parts-of-Term Term (final exams administered on the last day of class)
       - Maymester – 3 weeks (as needed)
       - Extended Summer – 11 weeks
       - Full Term – 10 weeks
       - 1st Half Term – 4 weeks
       - 2nd Half Term – 4 weeks
   - The fall semester is to begin no later than the fourth Monday of August (per LCTCS Policy 1.031), with faculty development beginning the week prior. If a Fall Break is scheduled, it will be the Thursday and Friday following the end of the 1st Half Term.
   - The spring semester is to begin no later than the Tuesday after MLK holiday (per LCTCS Policy 1.031), with faculty development beginning the week prior. Spring Break will be

reviewed on a yearly basis, considering the placement of Mardi Gras/Easter.
- The summer semester is to begin no earlier than two weeks following the end of the spring semester. The 2nd Half Term start date will be determined by the day of the week July 4th falls that year.

Certain programs may begin or end on schedules different from those in the above-mentioned term schema depending on the requirements of the program.

Non-credit courses (e.g., Workforce courses) are not subject to the above-mentioned term schema.

B. **Instructional Days**
Instructional days, for the purpose of the college calendar, are defined as those days on which 9-month faculty are contractually required to report for duty for a total of 180 days, as per the LCTCS Policy 6.003 ("Leave for Unclassified Employees"). LDCC further defines the 180-day requirement, typically, as 90 days per term (fall and spring)

C. **Holidays**
The calendar will list those holidays sanctioned by LCTCS System policy 6.028 ("Holidays for All Employees") and adopted by LDCC. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the LCTCS System Office and/or LDCC.

The calendar will clearly indicate those holidays on which campuses will be closed.

The following holidays are considered faculty instructional days.
- Fall Semester
  - Labor Day
  - Thanksgiving (Thursday and Friday)
- Spring Semester
  - Martin Luther King, Jr. Day
  - Good Friday

D. **Registration**
The calendar will clearly indicate all advising/registration periods.
- Registration for Fall/Summer semesters must begin between March 15 and April 1 per LCTCS Policy 1.031.
- Registration for the Spring semester must begin between October 15 and November 1 per LCTCS Policy 1.031.
- Priority Registration (Military Veterans) will begin after the last payment plan payment deadline for the current semester
- Registration for current students will begin the week following priority registration.

- Registration for new students will begin the week following registration for current students.
- Regular registration will end the day prior to the first payment deadline.
- Late registration will begin no later than two days after the first payment deadline and end at noon the day of the final payment deadline.

The last day for students to drop or add courses will be the date of the 100% refund deadline for the current term and/or part-of-term (LDCC Policy FN_107).

E. Grading Deadlines

The calendar will clearly indicate the date on which faculty must report grades. Deadlines will be based on the following parameters:

- Show/No-Show grading – 12:00 pm on the Wednesday following the final purge
- Midterm grading
  - Full Term – 12:00 pm on the Monday following the last day of the 8th week of class
  - 1st and 2nd Half Terms - 12:00 pm on the Monday following the last day of the 4th week of class
- Final grading – 12:00 pm on the Monday following the last day of final exams week

F. Additional Dates

The calendar will clearly indicate deadlines pertaining to the Offices of Financial Aid, Registrar and Student Accounts, as well as campus various campus events; however, the determination of such dates will not be the responsibility of College Calendar Committee.

G. Templates

The following templates are to be used by the College Calendar Committee in creating the instructional day and academic calendars.

Instructional Day Calendar

FALL SEMESTER (202310)
August - December 2022

AUGUST, 2022					FACULTY 8/8/22 TO 12/13/22	FULL TERM 8/15/22 TO 12/2/22	1ST 8 WEEKS 8/15/22 TO 10/4/22	2ND 8 WEEKS 10/10/22 TO 12/2/22
M	T	W	T	F				
CB 8	9	10	11	12	5			
SEM 15	16	17	18	19	5	5	5	
22	23	24	25	26	5	5	5	
29	30	31			3	3	3	

SEPTEMBER, 2022								
M	T	W	T	F				
			H 1	2	2	2	2	
H 5	6	7	8	9	5	4	4	
12	13	14	15	16	5	5	5	
19	20	21	22	23	5	5	5	
26	27	28	29	30	5	5	5	

OCTOBER, 2022								
M	T	W	T	F				
3	EX 4	GD 5	SH 6	SH 7	3	3	2	
SEM 10	11	12	13	14	5	5		5
17	18	19	20	21	5	5		5
24	25	26	27	28	5	5		5
31					1	1		1

NOVEMBER, 2022								
M	T	W	T	F				
	1	2	3	4	4	4		4
7	8	9	10	11	5	5		5
14	15	16	17	18	5	5		5
21	22	23	H 24	H 25	5	3		3
EX 28	EX 29	EX 30			3	3		3

DECEMBER, 2022								
M	T	W	T	F				
			EX 1	EX 2	2	2		2
GD 5	6	7	8	9	5			
COM 12	CE 13	14	15	16	2			
19	20	21	H 22	H 23				
H 26	H 27	H 28	H 29	H 30				

					FACULTY 90	FULL TERM 75	1ST 8 WEEKS 36	2ND 8 WEEKS 38

Legend:

CB/CE	Contract Begins/Ends
Reg	Registration Days
SEM	First Day of Semester
TEN	14th Day Count to BOR
SH	Student Holiday
H	Holiday - All
EX	Exam Days
GD	Grades Due - End of Semester
COM	Commencement

Academic Calendar

YYYY-YY	FALL/SPRING YYYY		
	FULL TERM START DATE - END DATE	1st HALF TERM START DATE - END DATE	2nd HALF TERM START DATE - END DATE
Veteran Student Advising/Registration Period			
Advising Begins			
Regular Registration Period (currently enrolled students)			
Regular Registration Period (new students)			
FASFA Completion Priority Deadline			
SAP Priority Deadline			
Convocation			
Faculty & Staff Development			
Financial Aid Book Credit			
Regular Registration Payment Deadline (1st purge)			
Late Registration Period			
Classes Begin			
Last Day to Add/Drop w/ no "W"			
Last Day to Drop w/ 100% Tuition Refund			
Final Payment Deadline (2nd purge)			
Show/No Show Grading			
Last Day for 50% Tuition Refund			
Last Day for 25% Tuition Refund			
First Financial Aid Disbursement			
Midterm Grading			
Last Day to Drop with Grade of "W"			
Final Exams			
Final Grading			
Faculty Development			
Degree Award Date			
SAP Review			
Unofficial Withdrawal Review			
Commencement			

YYYY-YY	SUMMER YYYY				
	MAYMESTER	EXTENDED SUMMER	FULL TERM	SUMMER I	SUMMER II
	START DATE - END DATE	START DATE - END DATE	START DATE - END DATE	START DATE - END DATE	START DATE - END DATE
Veteran Student Advising/Registration Period					
Advising Begins					
Regular Registration Period (currently enrolled students)					
Regular Registration Period (new students)					
FASFA Completion Priority Deadline					
SAP Priority Deadline					
Financial Aid Book Credit					
Regular Registration Payment Deadline (1st purge)					
Late Registration Period					
Classes Begin					
Last Day to Add/Drop w/ no "W"					
Last Day to Drop w/ 100% Tuition Refund					
Final Payment Deadline (2nd purge)					
Show/No Show Grading					
Last Day for 50% Tuition Refund					
First Financial Aid Disbursement					
Last Day to Drop with Grade of "W"					
Final Exams					
Final Grading					
Degree Award Date					
SAP Review					
Unofficial Withdrawal Review					
Commencement					

H. Calendar Modifications

Once the calendar has been approved and published, modifications to academic term beginning and/or ending dates are prohibited, unless at the direction of the LCTS System Office and/or the Chancellor of LDCC. Modifications to other academic dates will be limited, and only made for the betterment of the college. Modifications to campus event dates are acceptable.