

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE	
WCJC Title: Development of Academic Calendar, Exam Schedule, and Catalog	Section E: Instruction	Pages: 2
Policy Title: Academic Year and Calendar	Policy: EA	
Subtitle: N/A	Date Adopted: 03/31/2026	

Purpose

Describe the responsibilities and procedures for the development and approval of the College’s annual academic calendar and catalog.

Procedure

Academic Calendar

1. By September 15, the Chief Student Services Officer (CSSO), in collaboration with the Director of Admissions and Registrar, prepares an academic calendar for the subsequent academic year.
 - a. The proposed calendar includes dates for orientation, admission, registration, holidays, final examinations, as well as start and end dates for each regular semester, summer, and mini term.
 - b. The academic calendar should be of sufficient length to ensure 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.

2. Following preparation of the initial draft, the calendar is sent to:
 - a. The Director of Financial Aid who ensures the academic calendar complies with federal and state regulations related to financial aid.
 - b. The Dean of Students to ensure residence life move-in dates are accurately reflected.

3. The CSSO compiles all applicable dates and provides a final draft to the Chief Academic Officer (CAO) for review. The CAO reviews the academic calendar for accuracy as related to the academic year. Upon review and approval by the CAO, the CSSO presents the final draft of the calendar to the President for review and approval.

4. Following their review, the President submits the academic calendar for the following academic year to the Board of Trustees at or before the November meeting for final approval prior to publication and implementation.

5. Following Board approval, the CSSO is responsible for publishing the approved academic calendar on the College website and in the College Catalog, as well as on any other appropriate College site.

Final Examination Schedule

1. Following the approval and publication of the academic calendar, the CSSO will develop the final examination schedule for each term included in that calendar.
2. A final examination period will be scheduled during the final week of the applicable term for each course.
 - a. Final exam periods for all face-to-face and hybrid courses shall be two hours in length and will be scheduled in the building and room where the class has met during the semester.
 - b. Final exams for 14- and 16-week online courses will remain open for a minimum of 48 hours during the final exam period. Final exams for 3-, 5-, 8-, and 11-week courses will remain open for a minimum of 24 hours during the final exam period.
3. Upon finalization of the exam schedule, the CSSO will post the schedule to the WCJC website, no later than June for the following academic year.
4. Instructors must adhere to the published schedule and will include information regarding the final examination schedule for their course(s) on their respective syllabi. Instructors, Department Heads, and Program Directors are responsible for all exam content.

College Catalog

1. The following individuals are responsible for the annual development and publication of the College Catalog:
 - a. The CAO coordinates the annual review, edits, and approval of the College Catalog.
 - b. The CAO is the official keeper of the College Catalog and is responsible for maintaining Catalog archives.
2. Each fall, the CAO Office distributes requests for information, revisions, and corrections for the WCJC College Catalog, including the deadline for submission. The CAO is responsible for ensuring the overall accuracy and reliability of published catalog information.

Date Prepared/Revised: 01/15/2026 (DAB/LAC)