	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Development of Academic Calendar, Exam Schedule, and Catalog	Section E: **Instruction**	Page(s): 3
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: **Academic Year and Calendar**	Policy: **EA**	
Subtitle: None	Date Adopted: 08/01/2020	

Purpose: Describes the responsibilities and procedures for the development and approval of the College's annual academic calendar and catalog.

Academic Calendar Procedure:

1. By September 15, the Dean of Enrollment Management and Registrar (DEMR) prepares an academic calendar for the subsequent academic year. The proposal includes dates for orientation, registration, holidays, final examinations, and the start and end dates for each regular semester, summer, and mini term. The DEMR submits the proposed academic calendar to the Director of Financial Aid (DFA).

2. The DFA ensures the academic calendar complies with federal and state regulations related to financial aid. Upon the DFA's review and approval, the calendar is sent to the Executive Vice President (EVP) for review.

3. The EVP reviews the academic calendar for accuracy as related to admission and registration procedures. Upon the EVP's review and approval, the calendar is sent to the Vice President of Instruction (VPI) for review.

4. The VPI 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 approval.

5. Each fall, the President or designee submits the proposed calendar for the following academic year to the Board of Trustees for approval prior to publication and implementation.

6. The approved academic calendar is published on the College website and in the College Catalog, as well as published on any other appropriate College site.

7. 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.

Final Examination Schedule Procedure:

1. Following the approval and publication of the academic calendar, the DEMR 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 DEMR 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 Procedure:

1. The following individuals are responsible for the annual development and publication of the College Catalog:

   a. The VPI coordinates the annual review, edits, and approval of the College Catalog.

   b. The Director of Marketing, Communications, and Advancement (DMCA) designs the exterior and interior covers of the catalog.

   c. The Vice President of Administrative Services recommends the catalog budget

and coordinates submission of bid specifications for printing of hardcopies.

    d. The DEMR is the official keeper of the official keeper of the College Catalog and is responsible for maintaining both the physical and digital archives of the Catalog.

2. Each fall, the Office of the VPI distributes requests for information, revisions, and corrections for the WCJC College Catalog, including the deadline for submission to the VPI. The VPI is responsible for ensuring the overall accuracy and reliability of published catalog information.

3. Upon approval of all edits to the College Catalog, the VPI will forward the final version to the DMCA. The DMCA will attach the cover to the Catalog file and post the complete document to the "WCJC College Catalog" webpage no later than May 1.

4. The DMCA will also ensure that hard copies of the WCJC College Catalog are ordered and distributed to the appropriate offices.

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