

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Academic Year and Calendar Development (EA)</b>	<b>Section E: Instruction</b>	<b>Page(s): 2</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Academic Year and Calendar</b>	<b>Policy: EA (Local)</b>	
<b>Subtitle: None</b>	<b>Date Adopted: 8-01-20</b>	

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

**Procedure:**

1. By October 15, the Director of Admissions and Registration (DAR) 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 DAR 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 as related to financial aid. Upon the DFA’s review and approval, the calendar is sent to the Vice President of Planning and Institutional Effectiveness (VPPIE) for review.
3. The VPPIE reviews the academic calendar for accuracy as related to admission and registration procedures. Upon the VPPIE’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. The President submits the proposed academic calendar 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.

**Date Prepared:** 4-9-21 (Lac)

**Revised date:**