

# ACD001. Academic Calendar

**Procedure Category:** Academic/Research

**Subject:** Development of academic calendar

**Procedure Owner:** Vice President of Academic Affairs

**Related Procedures:** Course Schedule Development

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## I. Scope

This procedure applies to the development of an approved Academic Calendar that is followed throughout the entire institution at Cowley College.

## II. Procedure Purpose

The purpose of this procedure is to ensure that the institution has an approved operating calendar in which to plan semester sessions and schedules, faculty work days, paid holidays for employees and dates the institution is closed. The calendar shall serve as the official record for the indicated academic year.

## III. Definitions

*Academic Calendar:* A yearly calendar that runs from August 1 through July 31 of the subsequent year that outlines faculty work days, start and end dates of semester sessions, final exam timeline, commencement, holidays, and dates the institution is closed.

## IV. Procedure

A proposed academic calendar is developed within the Academic Affairs Office 16-18 months prior to its effective date. ( ie: April 2014 development of 2015-16 calendar.)

The academic calendar allows for a traditional 15-16 week semester schedule of classes to be created and defines when the Fall and Spring semester start and end dates occur. Summer, eight-week and other session start dates are also outlined.

The calendar outlines the following components:

- 172 professional employee (full-time faculty) work days as established by the Faculty Master Agreement
- Faculty report and check out dates
- Semester start and end dates
- Shortened session(s) start and end dates
- 20<sup>th</sup> report day for enrollment data
- Timeframe for finals
- Final grades due date for each semester
- Commencement

- Observed paid holidays and dates when the college offices are closed

The Vice President of Academic Affairs shall send the proposed calendar to the administrative and academic affairs councils for review. Feedback from those groups will be used by the academic affairs office to develop the final and published calendar. The approved calendar will be provided to the web master for posting on the College Web Site.

**V. Effective Date(s)**

This procedure first became effective 8/22/14.

**VI. Signature and Title**

This procedure is implemented by: 

Title: VP AA