



Title: Academic Calendar Policy

Effective Date: 07/01/2018

Last Revision Date: 08/17/2022

Cancellation:

Department/Office: Academic Affairs

Academic Calendar Policy

PURPOSE

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

POLICY AND PROCEDURE

Each fall, the Academic Calendar Committee will prepare a draft of the calendar for the next two academic years. The Dean of Instruction will determine each semester's start date (first day of class), end date (last day of class), and final grade due date. The committee will create the remainder of each calendar collaboratively, ensuring that the deadlines and reporting dates for their respective units are appropriately assigned per federal financial aid, LCTCS, and Louisiana Board of Regents guidelines.

Academic Calendar Committee

The Academic Calendar Committee includes representatives from the following academic and administrative units:

1. Academic Affairs
 - Vice Chancellor of Education, Training, and Student Success
 - Dean of Instruction
 - Dean of Nursing and Allied Health
2. Student Services
 - Dean of Strategic Enrollment Management and Student Success
 - Registrar
 - Director of Financial Aid



3. Business Affairs

- Chief Financial Officer
- Director of Accounting and Budget
- Bursar/Assistant Director of Accounts Receivable

Approval

The Academic Calendar Committee will forward its recommended calendars to the Chancellor’s Council no later than **November 15**. No more than two weeks will be allotted for review of the calendar and for recommending changes to the Academic Calendar Committee. If no changes are recommended, the calendars will be forwarded to the Executive Cabinet for approval. Amended calendars must be presented to the Executive Cabinet no later than **December 15**.

Guiding Policy

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

A. The Academic Year

The academic year consists of two (approximately) equal semesters of 16 weeks (fall and spring), which includes 15 instructional weeks and one final exams week. A summer semester (8 weeks) will also be offered after the spring semester has ended. A winter intersession (4 weeks) will also take place between the fall and spring semesters. Each semester and its associated mini-sessions will be separately listed on the academic calendar.

The fall and spring full terms should start on the first Tuesday of the semester. Summers should start on the first Monday of the semester.

Each fall, spring, and summer semester may be divided into mini-sessions of 8 or 4 weeks, which are half the length of the full fall, spring, and summer semesters respectively.

With the approval of the Dean of Instruction or the Dean of Nursing and Allied Health, special mini-sessions of 6 and 12 weeks may be offered. Credit-granting programs that offer accelerated curricula may use alternate 4-week “fast-track” sessions.

Courses being held in any session shall have approximately the same number of instructional hours despite the duration of each session.

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



Terms	Duration
Fall (full term)	16 weeks
Fall Mini-Session A	8 weeks
Fall Mini-Session B	8 weeks
Winter Intersession	4 weeks
Spring (full term)	16 weeks
Spring Mini-Session A	8 weeks
Spring Mini-Session B	8 weeks
Summer (full term)	8 weeks
Special Mini-Session	6 weeks
Summer Mini-Session A	4 weeks
Summer Mini-Session B	4 weeks
FastTrack	4 weeks

B. Alternate Parts of Term (FastTrack Courses and Special Mini-Sessions)

A part of term is a date range during the semester in which a course is housed. If the course’s beginning and end dates differ from the semester’s official beginning and end date, the course will be assigned its own part of term. For example, courses in the Process Technology FastTrack program each take place over a four-week period. While such courses will have their own part of term, they must adhere to the calendar deadlines outlined in this policy.

C. Instructional Days

Instructional days are defined as those days on which any courses may be scheduled. Nunez instructional days are Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

D. Holidays

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

The following holidays are recognized by Nunez Community College as campus closure holidays:

- Martin Luther King Day
- Mardi Gras (Tuesday)
- Spring Holiday (Good Friday)
- Fourth of July



- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas/Winter Break

2. The calendar will clearly list those holidays on which the campus will be closed and those non-instructional days/holidays on which the campus is open and faculty and staff are expected to report to work (e.g., Fall Break and the Wednesday before Thanksgiving).

E. Early Registration

The priority registration period for veterans will begin on the day after mid-term grades for the current semester are submitted. Early registration for all other students will begin two days after priority registration period for veterans begins.

F. Late Registration

The last day for students to drop or add courses will be the date of the 100% refund deadline for the current semester or mini-session.

G. Payment Deadlines

The calendar will clearly list those dates on which students must meet their financial obligations. The first deadline for payment of tuition and fees will be set at two weeks before classes begin. Students not meeting their financial obligations by this date will be dropped from their courses. A second deadline for payment will be set at the last day of late registration after which students not meeting their obligations will be dropped from their courses.

H. Tuition and Fee Adjustment Deadlines

The calendar will clearly list reimbursement and adjustment deadlines for tuition and fees.

Fall and Spring Semesters (16/12 weeks)

- **100% Refund Period:** 100% refund on the sixth instructional day by 11:59 pm.
- **50% Refund Period:** 50% refund from the seventh instructional day or the end of the 100% refund period (whichever is sooner) on the tenth instructional day by 11:59 pm.
- **25% Refund Period:** 25% refund from the eleventh instructional day or the end of the 50% refund period (whichever is sooner) on the end of the thirteenth instructional day 11:59 pm.
- **No Refund:** after the thirteenth instructional day.



Summer Semester and Fall and Spring Mini-Sessions A and B (8 weeks)

- **100% Refund Period:** 100% refund on the third instructional day of class by 11:59 pm.
- **50% Refund Period:** 50% refund from the third instructional day or the end of the 100% refund period (whichever is sooner on the sixth instructional day by 11:59 pm).
- **No Refund:** after the sixth instructional day.

Special Mini-Sessions (6 weeks)

- **100% Refund Period:** 100% refund on the second instructional day by 11:59 pm.
- **No Refund:** after the second instructional day.

Summer Mini-Sessions A and B, Winter Intersession, and FastTrack (4 weeks)

- **100% Refund Period:** 100% refund on the second instructional day 11:59 pm.
- **No Refund:** after the second instructional day.

I. Show/No-Show Reporting Deadline

The calendar will clearly list the date on which faculty must complete attendance verification in their classes (Show/No-Show reporting). This deadline will be set as the same day as the 100% refund deadline.

J. Show/No-Show Purge

The Show/No-Show purge date will be set as close-of-business on the 100% refund deadline.

K. Reinstatement Deadline

Students purged from their courses will have until the day before the census date to be reinstated.

L. Census Date

The Census Day for each term will be set as follows:

Fall and spring full terms (16/12-week terms)

- The 14th instructional day

Fall and spring mini-sessions (8-week terms)

- The 7th instructional day

Summer full terms (8-week terms)

- The 7th instructional day

Special mini-sessions (6-week terms)

- The 5th instructional day

Summer mini-sessions (4-week terms)

- The 4th instructional day



Winter Intersession (4-week terms)

- The 4th instructional day

FastTrack sessions (4-week terms)

- The 4th instructional day

M. Incomplete Grades

The deadline for fulfilling Incomplete Grade Contracts for I-grades given in the previous semester will be included in the academic calendar.

N. Adjustments

In the case of any disruption of instruction due to emergencies (for example, campus weather closers) the academic calendar may be adjusted as needed to ensure that instructional contact hours are unaffected or, to the extent possible, minimally affected.

O. Administrative Calendar

The academic calendar will be used to create the College’s administrative calendar, which will contain important dates and deadlines pertinent to several academic and administrative offices but do not need to be shared on the public-facing academic calendar.

P. Template

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

Fall Semester, Full Term (16 weeks)

Date	
	Early registration begins
	Early registration payment deadline
	First day of class
	Final Payment Deadline for Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	50% Tuition Only Adjustment Period
	25% Tuition Only Adjustment Period
	Census Day—14 Instructional Days
	Labor Day Holiday-No Classes, College Closed



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	Midterms Exams
	Fall Break
	Midterm Grades are due
	Priority Spring Registration for VA students
	Spring Registration Opens
	Priority Deadline to Apply for Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Thanksgiving Holiday—No Classes; College Open
	Thanksgiving Holiday—College Closed
	Deadline to fulfill Incomplete Grade Contracts from the previous semester
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm

Fall Semester, Mini-Sessions A and B (8 weeks each)

Date	
	Early registration begins
	Early registration payment deadline
	First day of class
	Final Payment Deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	Census Day—7 Instructional Days
	50% Tuition Only Adjustment Period
	Priority Deadline to Apply for 2023 Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm



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Spring Semester, Full Term (16 weeks)

Date	
	Early registration begins
	Early registration payment deadline
	Martin Luther King, Jr. Holiday-No Classes; College Closed
	First day of class
	Final Payment Deadline for Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	50% Tuition Only Adjustment Period
	25% Tuition Only Adjustment Period
	Census Day—14 Instructional Days
	Mardi Gras Holiday-No Classes
	Midterms Exams
	Midterm Grades are due
	Priority Fall Registration for VA students
	Fall Registration Opens
	Easter/Spring Holiday--College Closed
	Priority Deadline to Apply for Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Deadline to fulfill Incomplete Grade Contracts from the previous semester
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm
	Commencement

Spring Semester, Mini-Sessions A and B (8 weeks each)

Date	
	Early registration begins
	Early registration payment deadline
	First day of class
	Final Payment Deadline; in-person payment due by 3:45pm, Online



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	payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	Census Day—7 Instructional Days
	50% Tuition Only Adjustment Period
	Priority Deadline to Apply for 2023 Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm

Special Mini-Session (6 weeks)

Date	
	Early registration begins
	Early registration payment deadline
	First day of class
	Final Payment Deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	Census Day—3 Instructional Days
	Priority Deadline to Apply for 2023 Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm

Winter Intersession (4 weeks)

Date	
	Early registration begins



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	Early registration payment deadline
	First day of class
	Final Payment Deadline for Fall Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	Census Day—3 Instructional Days
	Priority Deadline to Apply for 2023 Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm

Summer Semester (8 weeks)

Date	
	Early registration begins
	Early registration payment deadline
	First day of class
	Final Payment Deadline for Fall Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	Census Day—7 Instructional Days
	50% Tuition Only Adjustment Period
	Priority Deadline to Apply for 2023 Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm



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Summer Semester, Mini-Sessions A and B (4 weeks each)

Date	
	Early registration begins
	Early registration payment deadline
	First day of class
	Final Payment Deadline for Fall Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
	Late Registration/Last Days to Add, Drop or Adjust Schedule
	100% Tuition & Fees Adjustment Period
	Show/No Show reporting deadline 12:00pm; purge 4:00pm
	Census Day—3 Instructional Days
	Priority Deadline to Apply for 2023 Graduation
	Last Day to Withdraw from a Full-Term Course or the College with a "W"
	Last Day of Class
	Final Exams
	Final Grades Due by 12pm

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Executive Cabinet	08/03/2022		
	Chancellor	08/03/2022	08/17/2022	

*Policy Reference: LCTCS Policy 1.031 Academic Calendar and Census Date
LCTCS Policy 6.028 Holidays for all Employees*

Forms Referenced: N/A

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

Signature:

Chancellor

Date:

8/15/22