

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Academic Calendar
DIVISION:	Educational Services
CATEGORY:	Curriculum and Instruction
REFERENCE:	BP-610 Academic Calendar Procedure
NUMBER:	PP-610
DATE OF REVIEW:	Academic Practices (September 17, 2018) President's Cabinet (October 8, 2018)

Purpose

To establish a process and timetable for the creation of an annual academic calendar for the College.

Scope

Institutional

The Calendar Committee, with final approval by the President's Cabinet and the Board of Governors, will establish an academic calendar at a minimum of at least one (1) year in advance so that students and WNCC divisions can plan their schedules accordingly. Prior to submitting the proposed academic calendar for final approval, the Calendar Committee will assure its compliance with this guideline. Approved revisions must take place prior to ratification by the Board of Governors annually at its December meeting. The Calendar Committee will work closely with area high schools to ensure as much synchronicity in the beginning and ending of semesters as possible.

There will be one academic calendar for the College. Individual campuses cannot establish their own academic calendar.

Calendar Committee

The Calendar Committee will be comprised of the Deans of Instruction, three to four faculty members assigned each year, and representatives of the Registrar's Office, Student Financial Aid, Student Services, and Public Relations and Marketing. The committee is chaired and convened by a Dean of Instruction.

Guiding Principles

- A. Western Nebraska Community College shall operate on a semester system with the academic year divided into fall, spring, and summer semesters.

- B. An academic semester is comprised of fifteen (15) weeks of instruction, one (1) week of break, and a finals week. The 15th week refers to the last week of classes before final exams.
- C. Fall semester begins on a Monday in August and ends on a Friday in December with one week of finals.
- D. The Thanksgiving break will begin the Wednesday before Thanksgiving and end the Sunday following Thanksgiving.
- E. No more than thirty (30) calendar days, including the fall semester final examination schedule, shall elapse between the end of classes in the fall semester and the beginning of classes in the spring semester.
- F. Spring break shall begin on a Saturday and end on the following Sunday, and there shall be no less than five (5) full weeks of instruction from the end of each spring vacation until the beginning of the spring semester final examination schedule.
- G. Summer semester has an eight (8)* week main term plus time allocated for finals and begins approximately two weeks following spring semester.
- H. General registration and final examination schedules will be established in the academic calendar.
- I. The calendar will account for any significant issues resulting from key holiday closures by adjusting individual courses rather than adjusting the term to ensure compliance with the required faculty contract and student contact hours.
- J. The amount of time between semesters will provide enough time for end-of-term processing, such as grading, academic progress, financial aid notifications, etc.
- K. If changes in registration dates by more than three (3) days occur, the change requires Cabinet approval to account for enrollment fluctuation.
- L. Instructors will not assign work prior to the start of the academic semester.

***Note:** Academic areas may authorize courses shorter or longer than the semester's main term, subject to the approval of appropriate Dean of Instruction. The Dean then submits the request to the Chief Academic Officer for final approval.

Revisions of Calendars

The Deans of Instruction must review and recommend all academic calendars and any subsequent revisions or exceptions for approval by the President's Cabinet and then by the Board of Governors during its December meeting for final approval.

Procedures related to this business process

- A. Verification of adequate calendar days per semester to account for necessary part(s) of term.
- B. Verification of holiday related college closures with the Director of Campus Security.
- C. Review of high school academic calendars, specifically semester start dates and spring break dates.

- D. In rare instances, the College may need to build a course outside of the term defined by the broad start and end dates due to operational concerns/student concerns. However, this would be a rare exception. When these exceptional cases occur, written notification needs to be sent to the WNCC Registrar at the time of the decision to build the course, as there could be financial aid and reporting issues needing consideration.
- E. WNCC's best practice is to end the course no later than the end of the term. This ensures that end-of-year processes are given adequate time to be completed (e.g. Satisfactory Academic Progress, which determines continued eligibility for Financial Aid).

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.