

WESTERN NEBRASKA COMMUNITY COLLEGE

Administrative Procedure

TITLE:	Academic Calendar
DIVISION:	Educational Services
CATEGORY:	Curriculum and Instruction
REFERENCE:	BP-610 Academic Calendar Policy 2016 Calendar Study, 2016-2019 Negotiated Agreement
NUMBER:	AP-610
DATE OF REVIEW:	May 18, 2022
APPROVAL:	John Marrin, Interim President

This procedure establishes a process and timeline for the creation of an annual academic calendar for Western Nebraska Community College.

Academic Council, with final approval by College Council and the WCCA Board of Governors, will establish an academic calendar at a minimum of at least one (1) year in advance of the planned academic year so that students and the College community can plan accordingly. Academic Council will ensure compliance with the guiding principles established in this procedure before submitting a proposed academic calendar to College Council and the Board of Governors for adoption. Proposed calendars must be submitted to the Board of Governors for final approval by no later than December of the calendar year.

Guiding Principles

- A. There will be one academic calendar for the College. Individual sites or campuses cannot establish their own academic calendar.
- B. WNCC shall operate on a semester system with the academic year divided into fall, spring, and summer semesters. The College may offer “intersession” terms if the reporting dates and other requirements are reviewed and approved by the Registrar and Director of Financial Aid.
- C. An academic semester is comprised of fifteen (15) weeks of instruction, five (5) days or one (1) week of break in addition to the observance of national holidays recognized by the College, and a finals week. The 15th week refers to the last week of classes before final exams.
 1. For fall semester, the week of break will consist of a) two class days, a Monday/Tuesday or Thursday/Friday, usually in October, and b) the three class days (Wednesday-Friday) surrounding the Thanksgiving holiday.

2. For spring semester, 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 break until the beginning of the spring semester final examination schedule.
 - D. For both fall and spring semester, the semester will be as evenly divided as possible for consistency between two 8-week class terms.
 - E. When possible, fall semester begins on a Monday in August and ends on a Friday in December with one week of finals.
 - F. No more than thirty (30) calendar days, including the week of final examinations, shall elapse between the end of the classes in the fall semester and the beginning of classes in the spring semester.
 - G. When possible, spring semester begins on a Monday in January and ends on a Friday in May with one week of finals.
 - H. Summer semester classes may run for 5, 8, or 10 weeks* depending on the program plus time allotted for finals. The summer term shall begin approximately two weeks following the end of the spring semester.
 - I. General registration deadlines and dates for final examination will be established in the academic calendar.
 - J. 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.
 - K. The amount of time between semesters will provide enough time for end-of-term processing, such as grading, academic progress and financial aid notifications, etc.
 - 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

Academic Council must review and recommend any proposed revisions or exceptions to established academic calendars for final approval by College Council and the Board of Governors. The President, in conjunction with the Board of Governors, has the authority to make changes to the schedule in an emergent situation. All other changes should be reviewed by Academic Council before moving to College Council and the Board of Governors for approval.

Procedures Related to This Business Process

Before a proposed academic calendar is finalized, Academic Council will ensure the following:

- 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 Facilities Operations Assistant Director and Human Resources.
- C. Review of high school academic calendars, specifically semester start dates and spring break dates.

- D. WNCC's best practice is to begin and end all courses in accordance with the dates established in the academic calendar. Any exceptions must be approved by the Chief Academic Officer in consultation with the Registrar and Director of Financial Aid.
- E. Workforce Development and Lifelong Learning classes, due to scheduling of classes to accommodate trainers and participant availability, may be scheduled on dates outside of the formal academic calendar.

Revising this Procedure

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

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: October 8, 2018
Revision Date: May 18, 2022
Sponsoring Division: Educational Services