

POLICY

TITLE: ACADEMIC CALENDAR**POLICY NO: 4-29****EFFECTIVE DATE: 07/06/1993****VCCS POLICY NO: [3.5](#), [5.7](#) and [8.3.0](#)****REVISED DATE: 12/01/2022**

I. Purpose:

To describe the process for and factors in the development of the academic calendar.

II. Definitions:

In-service days: days in the academic calendar with activities that include advising, registration, college convocations, professional development, graduation, grading, and other similar activities, and on which faculty are expected to participate in activities scheduled, as assigned by their school dean or immediate supervisor.

Instructional days: days for which classes and/or examinations are scheduled during the academic year, and on which faculty are expected to conduct classes, labs, examinations, hold office hours, and participate in college service activities in accordance with Section 3.5, Faculty Responsibilities provisions in Virginia Community College System (VCCS) policy.

III. Policy:

In accordance with VCCS policy, the contract year for 9-month faculty extends from August 16 to May 15. The academic year, exclusive of summer session, consists of 180 faculty workdays, which include 150 instructional days, 10 days of instructional evaluation (exams), and 20 in-service days.

The summer session shall consist of ten weeks of instruction, including instructional evaluation (exams). The summer session shall utilize class meeting times that are structured so as to provide for the same total number of minutes of instruction per credit hour as is required by VCCS policy during fall or spring semesters.

IV. Procedures for [Academic Calendar, 4-29](#)

V. Other Information:

[Academic Calendar](#)