

TITLE: ACADEMIC CALENDAR

PROCEDURES FOR POLICY: 4-29

REVISED DATE: 12/01/2022

- I. Purpose:

To describe the process for and factors in the development of the academic calendar. *The procedures for implementation of this policy are provided below.*
- II. Procedure and/or Process 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. Procedures:
 - A. The Office of Academic Affairs, in collaboration with the Office of Enrollment Management and Student Success will develop the academic calendar, including summer session, according to VCCS and college policy.
 - B. The Vice President of Academic Affairs will lodge a draft calendar with the Executive Cabinet by March for the academic year subsequent to the upcoming academic year.
 - C. The academic calendar will clearly delineate the intended purpose of academic year days, including instructional days and in-service days, as well as examination periods, registration days, professional development days, and others as appropriate.
 - D. The academic calendar will identify all days on which there are to be no college services and all state-approved holidays that will be observed by the college.
 - E. The Office of Academic Affairs will ensure that adequate input and review are obtained from constituency groups prior to providing the academic calendar to Executive Cabinet for final approval.
 - F. The Office of Academic Affairs will be responsible for timely publication and distribution of the academic calendar.

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IV. Other Information:

[Academic Calendar](#)