Policy:

The academic calendar at NorthWest Arkansas Community College is developed on a biennium basis by a scheduling committee appointed by the Vice President for Student Learning and the Vice President for Learner Services. The proposed calendar is then reviewed by the Faculty Senate, which provides input and recommendations to the Vice Presidents, who finalize the academic calendar. The Enrollment Management and Human Resource Services offices add to the **academic calendar** additional dates that clarify procedures related to registration and specify other institutional dates such as employee holidays. This becomes the **institutional calendar**, which is placed on the shared K-Drive. A shortened version of the calendar for students is placed in the College catalog and course schedules.

The academic calendar will follow all state guidelines for contact hours per credit hour.

On or about July 1 of each year, the Vice President for Student Learning and the Vice President for Learner Services in consultation with appropriate officials draws up an **annual institutional calendar** listing forthcoming dates for activities such as faculty business meetings, textbook adoptions, and advising periods. This calendar is also placed on the shared K-Drive.

Adopted: September, 2000

Revised: May, 2006 Revised: Nov. 2008