

TIDEWATER COMMUNITY COLLEGE ACADEMIC CALENDAR DEVELOPMENT PROCEDURES

These procedures describe the development process and timeline for Tidewater Community College's academic calendar. The academic calendar is approved at least three years in advance of the current academic year and must comply with all applicable VCCS and TCC policies.

Step One

The Vice President for Academic and Student Affairs proposes an academic calendar to the campus provosts by January 7th that meets the following criteria:

- The contract year for full-time teaching faculty (9-month contract) is August 16th through May 15th.
- There are at least 75 days of instruction for each of the fall and spring semesters.
- There are 10 days of examinations.
- There are 20 days of registration and faculty in-service days. At least five of these days are designated as faculty research days.
- There are 180 working days.
- The fall and spring semesters are 15 weeks of instruction and one week of examinations. Eight-week sessions and the 10-week summer session include examinations.
- For each semester and summer session, the registration period is at least 30 working days.
- The last day for a student to drop a class and receive a refund is the Census Date. The Census Date is the 15 percent point in a semester or session, including all instructional and examination days. If the Census Date falls on a weekend or holiday, it moves to the next working day.
- The last day to register or to add a class is at the end of the sixth working day of the session.
- The last day to withdraw from a course without academic penalty is the 60 percent point of the calendar days in a session, including all instructional and examination days.

Step Two

The campus provosts, with appropriate input from their staff, recommend changes to the Vice President by January 21st.

Step Three

The Vice President for Academic and Student Affairs proposes an academic calendar to the Faculty Senate by February 1st. The Senate recommends changes to the Vice President by March 1st.

Step Four

The Vice President for Academic and Student Affairs proposes the academic calendar to the President and Executive Staff by March 15th. The President and Executive Staff approve the proposed calendar by April 15th.

Step Five

The Vice President for Academic and Student Affairs sends the approved academic calendar to all appropriate TCC staff for use in official college publications and the college website by May 1st.

Authorization: **Michael Summers, VP for Academic & Student Affairs**

Date: **October 23, 2008**

Effective Date: **Immediately**