

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: ACADEMIC CALENDAR

REVIEWER(S): Dean - Student Affairs and Enrollment Management*
Provost

I. POLICY

The academic calendar is prepared by the college administration to meet the needs of the students, of the faculty, and of the college; to reflect an academic environment; and to be consistent with standard practices of higher education. The College operates on a traditional semester calendar.

II. PROCEDURE

- A. The calendar is designed annually and reflects a fall semester, a spring semester, and a summer session. Fall and spring semesters are 15 weeks plus an examination period. Summer semester is 10 weeks plus an examination period. Classes may be condensed into short terms (such as Fall I and Fall II) or may be offered less than the total semester, so long as adequate class time to credit ratios are maintained.
- B. Some nursing courses are taught in a 7-week modular format. Continuing education or non-credit courses will be of varying lengths depending upon the nature and needs of the course.
- C. Fall semester is considered the beginning of the academic year, though programs may admit students at other times.
- D. The academic year and each semester begins with new student orientation scheduled online and during the week prior to the start of class.
- E. The academic calendar is prepared by the dean of student affairs in the spring of each year. A draft is presented to leadership team by March for review and approval. Generally, a five-year academic calendar will be presented for planning purposes with the two upcoming academic years approved for publication in the catalog.
- F. The Academic Calendar policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____