

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

ACADEMIC

SUBJECT: ACADEMIC CALENDAR

REVIEWER(S): Chair, Academic and Curriculum Committee*
Director, Student Records and Information Management
Provost

POLICY

The academic calendar is prepared and approved by the academic and curriculum committee 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 two fifteen week and one twelve-week semester calendar.

PROCEDURE

- A. The calendar is designed annually and reflects fall, spring and summer semesters. Classes may be condensed into short terms (such as fall I and fall II), so long as adequate class time to credit ratios are maintained.
- B. The fall semester is considered the beginning of the academic year, though programs may admit students at other times.
- C. The academic calendar is prepared by the director of student records and information management and the chair of the academic and curriculum committee. The academic and curriculum committee will submit the calendar to the leadership team for review. Generally, a five-year academic calendar will be presented for planning purposes with the two upcoming academic years approved for publication in the catalog.
- D. The Academic Calendar policy and procedure will be reviewed bi-annually.