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Approved:	Cheryl Thompson-Stacy
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ACADEMIC CALENDAR POLICY

1.0 Purpose

To establish a policy that formalizes the establishment of Lord Fairfax Community College's (LFCC) academic calendar.

2.0 Revision History

There has been no formal policy established regarding the academic calendar.

3.0 Applicability

This policy formalizes LFCC's academic calendar process.

4.0 Policy

The academic calendar policy establishes the process for developing the College's academic calendar. The academic calendar committee will be comprised of the following membership:

- Registrar, committee chair
- Vice President of Academic and Student Affairs (ex-officio)
- 4 faculty representatives from the Middletown Campus
- 2 faculty representatives from the Fauquier Campus
- 2 representatives from facilities and administrative services division (a business office representative and the SIS functional specialist)
- 2 at-large representatives appointed by Vice President of Academic and Student Affairs
- 1 student representative from the Middletown Campus (ex-officio)
- 1 student representative from the Fauquier Campus (ex-officio)

Each member will serve a minimum of a two-year term to preserve the continuity of the committee.

5.0 Definitions

None.

6.0 Responsibilities

The chair of the committee (registrar) is responsible for convening each committee meeting. The registrar will present the final draft of the academic calendar to the Vice President of Academic and Student Affairs and the President.

7.0 Procedures

The academic calendar committee will create a draft of the academic calendar consistent with section 5.7 of the Virginia Community College System Policy Manual. Calendar development will take place two years in advance. (For example, the 2011-12 academic calendar would be developed during the 2009-2010 academic year.) This draft will be presented to the College community via electronic format for feedback. The committee will reconvene to incorporate feedback into a final draft, which will be presented to the president. The timeline for this process is as follows:

1. April — Unit leaders will designate academic calendar committee members.
2. September to December – The registrar will convene membership as necessary to establish the academic calendar for fall, spring and summer terms. The calendar will include deadline dates, required grading day(s), inclement weather make-up days, reading days (strongly encouraged when possible), holidays, and professional development days.
3. January — the registrar will send a detailed formal draft to the College community via electronic format (LFCC Everyone, Blackboard site and College intranet) for feedback.
4. January — the College community will be offered a two-week electronic open forum to present feedback to the registrar regarding calendar.
5. February — the registrar will convene calendar committee to discuss feedback from College community and finalize calendar draft incorporating feedback.
6. March — the registrar will send the final draft of the academic calendar to the Vice President of Academic and Student Affairs and the President.
7. April — approved calendar will be emailed to College community and posted on College's website.
8. Note: any changes to the approved calendar will require the signature of the president.

8.0 Sanctions

None.

9.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

10.0 Authority/Reference

This policy was developed following Virginia Community College System (VCCS) guidelines in Section 5.7 found at: <http://www.vccs.edu/Portals/0/ContentAreas/PolicyManual/Sectn5.pdf>.