

04.01.02 Academic Calendar

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of WCCS to develop and publish the academic calendar based on dates and information outlined Alabama Community College System (ACCS) [Board Policy 608.02](#), [Chancellor's Procedures 608.02](#), [Board Policy 723.01](#), and [Chancellor's Procedures 723.01](#). The Academic Calendar is developed in accordance with Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on College's (SACSCOC) guidelines.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. The Academic Calendar is located at <https://www.wccs.edu/admissions/class-schedule>.
2. The prescribed Academic Calendar will include:
 - a. 175 duty days for fall and spring semesters; 156 (78 for fall and 78 for spring) of which must be instructional days. Fifty-four (54) duty days or equivalent for the summer term; 50 of which must be instructional days.
 - b. The calendar will include registration, final examination days, drop/add, and holidays.
 - c. The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
 - d. The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.

- e. Days that the institution is officially open are duty days for all full-time non-instructional personnel.
- f. Prescribed personnel holidays are located in the Paid Leaves and Time Off Policy.
- g. Normal work week for employees is located in the Employment Policy and Working Conditions Policy.
- h. The normal work week for instructors, librarians, and counselors is located in the Employment Policy and Working Conditions Policy.

Procedure(s):

1. Student and Academic Affairs Committee chair(s) develops a proposed annual calendar with standard dates from the details above.
2. Committee meets to review and make recommendations for proposed calendar.
3. Committee chair(s) submits final draft to Executive Cabinet for approval.
4. The calendar is published collegewide.

Additional Provisions / Information:

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to the Paid Leaves and Time Off Policy.

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.