

Hopkinsville Community College Academic Calendar

January – June 2014

JANUARY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JAN

- 13 Hopkinsville: 16-week class work begins
- 13 Hopkinsville: First 8-week class work begins
- 13 Fort Campbell: January term class work begins
- 16 Fort Campbell: Last day to withdraw from Jan session M04 class @ 100% refund
- 16 Hopkinsville: Last day to withdraw from 1st 8 week session M04 @ 100% refund
- 17 Hopkinsville: Last day to withdraw from 16 week session 1 @ 100% refund
- 20 **All Campuses: Martin Luther King, Jr. Day (legal holiday)**
- 28 Hopkinsville: Last day to withdraw from 1st 8 week session M04 @ 50% refund

FEBRUARY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

FEB

- 1 Last day to file an application for a May degree
- 10 Hopkinsville: Midterm for First 8-week classes
- 10 Fort Campbell: Midterm for January term
- 11 Hopkinsville: Last day to withdraw from 16-week session 1 @ 50% refund
- 16 Hopkinsville: 60% date for 1st 8 week classes
- 16 Fort Campbell: 60% date for January term
- 17 **All Campuses: President's Day (holiday)**

MARCH 2014

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAR

- 8 Hopkinsville: First 8-week classes end
- 8 Fort Campbell: January term classes end
- 10-15 Spring Break (academic holiday)
- 10 Hopkinsville: Midterm for 16-week classes
- 17 Hopkinsville: Second 8-week classes begin
- 17 Fort Campbell: March term class work begins
- 19 Hopkinsville: 60% date for 16 week classes
- 20 Hopkinsville: Last day to withdraw from 2nd 8-week session M05 @ 100% refund
- 20 Fort Campbell: Last day to withdraw from March term session M05 @ 100% refund
- 31 All Campuses: Last day to withdraw from session M05 @ 50% refund

APRIL 2014

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APR

- 14 Hopkinsville Campus: Midterm for Second 8-week classes
- 14 Fort Campbell Campus: Midterm for March term classes
- 20 Hopkinsville Campus: 60% date for 2nd 8 week classes
- 20 Fort Campbell Campus: 60% date for March term classes
- 18 **All Campuses: Good Friday (one-half day observance – KCTCS holiday)**

MAY 2014

SUN	MON	TUE	WED	THU	FRI	SAT
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY

- 3 Hopkinsville Campus: 16-week class work ends
- 5-10 Hopkinsville Campus: Final exam week for 16-week class work
- 9 Commencement
- 10 Fort Campbell Campus: March term classes end
- 10 Hopkinsville Campus: Second 8-week classes end
- 10 Hopkinsville Campus: End of Spring Semester
- 19 Hopkinsville Campus: May 5-week Summer session begins
- 19 Fort Campbell Campus: May term begins
- 26 **All Campuses: Memorial Day (Legal Holiday)**
- Hopkinsville Campus: Midterm for May 5-week Summer session

JUNE 2014

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE

- 1 Last day to file an application for an August degree
- Hopkinsville Campus: May 5-week Summer session last day of instruction
- Hopkinsville Campus: Final exam day for 5-week Summer session

REFUND INFORMATION

In order to receive a tuition refund a student must officially withdraw within the refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-Week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently — 16, 8, 4-Week. Calendar days of the session, include all Saturdays and Sundays, but exclude KCTCS recognized holidays. Consult with your local KCTCS college business office for specifics.

Timeframe for Tuition Refunds*			
Session	100%	50%	No Refund
16-Week	Within 7 th day	8 th – 29 th day	After 29 th day
8-Week	Within 4 th day	5 th – 15 th day	After 15 th day
6-Week	Within 3 rd day	4 th – 11 th day	After 11 th day
5-Week	Within 2 nd day	3 rd – 9 th day	After 10 th day
4-Week	Within 1 st day	2 nd – 7 th day	After 7 th day

Source: KCTCS Catalog, Page 53

*Session is defined as the beginning of the term, not the first day of a scheduled class.

*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

- Non-attendance does not relieve you of your obligation or entitle you to a refund.
- No refund of tuition will be made to a student whose course load is reduced as a result of passing a special examination for credit.
- Refunds for payments made with a credit card are credited back to the same card.

WITHDRAW (W) GRADES

- Classes dropped within the 100% refund period do not appear on a student’s academic record.
- A grade of W will be assigned for classes dropped within the 50% refund period.
- After midterm date, an instructor’s permission is required to withdraw and receive a grade of W.

Source: KCTCS Catalog, Page 68

AUDIT GRADES

- Last day to change from credit to audit is the midterm of the session.

1.0.1.1 Late Registration

No student may register for an organized class after a specific number of calendar days (which includes Saturday and Sunday) as determined by the following table. Days are counted from and include the first day of a session.

Session Length	Calendar Days to Enter an Organized Class	Instructor’s Approval Required
4-weeks	One (1)	Late registration requires instructor’s approval
5-weeks	Three (3)	On or after the second calendar day
6-weeks	Three (3)	On or after the second calendar day
8-weeks	Four (4)	On or after the second calendar day
12-weeks	Five (5)	On or after the third calendar day
16-weeks	Seven (7)	On or after the fourth calendar day

- Instructor’s approval may be a signed registration form or consent via official KCTCS email documentation.

Source: KCTCS Rules of the Faculty Senate, Page 143