

Hopkinsville Community College Academic Calendar

"Hopkinsville Community College reserves the right to alter the college calendar as it deems appropriate based upon unforeseen circumstances"

January – June 2016

JANUARY 2016						
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

- 11 Hopkinsville: 16-week class work begins
- 11 Hopkinsville: First 8-week class work begins
- 11 Fort Campbell: January term class work begins
- 18 **All Campuses: Martin Luther King, Jr. Day (legal holiday)**

FEBRUARY 2016						
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					

FEB

- 8 Last day to file an application for a May degree
- 15 **All Campuses: President's Day (legal holiday)**

MARCH 2016						
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

- 5 Hopkinsville: First 8-week classwork/instruction completed
- 5 Fort Campbell: January term classwork/instruction ends
- 6 End of 1st eight week and January term
- 7 **GRADES POSTED FOR 1ST 8 WEEK AND JANUARY TERM CLASSES**
- 7-13 **Spring Break (academic holiday)**
- 14 Fort Campbell: March term classwork begins
- 14 Hopkinsville: 2nd 8-week classwork begins
- 25 **All Campuses: Good Friday (one-half day observance – KCTCS holiday)**

APRIL 2016						
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

- 30 Hopkinsville Campus: 16-week class instruction ends

MAY 2016						
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				

MAY

- 2-7 Hopkinsville Campus: Final exam week for 16-week classes
- 6 COMMENCEMENT
- 7 On-line classes: End of classwork/instruction
- 7 Fort Campbell Campus: March term class instruction ends
- 7 Hopkinsville Campus: Second 8-week class instruction ends
- 8 **All Campuses: End of Spring Semester**
- 10 **ALL GRADES POSTED BY NOON**
- 11 **END of Term Processing**
- 16 Hopkinsville Campus: May 5-week summer session begins
- 16 Fort Campbell Campus: May term begins
- 30 **All Campuses: Memorial Day (Legal Holiday)**

JUNE 2016						
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

- 6 Last day to file an application for an August degree

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.

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 51

*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.

NO SHOW POLICY

Students will be reported to the registrar as a no show if they fail to attend the first day of class, if the class meets once a week, or the second day of class, if the class meets more than once a week. A no show for in-person classes is defined as a student who does not attend the first class (and second in the case of classes meeting more than once a week) and has not contacted the instructor by phone, email, or in person **before** the class meets. A no show for online classes is defined as a student who does not access Blackboard **AND** participate in a class activity as directed in the class syllabus or contact the instructor by phone, email, or in person before the class meets. Logging in to the class periodically **does not** constitute attendance.

Students who fail to contact their instructor are **completely dropped from the class** as if they had never enrolled in it. Students will not be put back into a class after the “add” period as listed on the academic calendar if they are dropped as a no show.

There may be serious financial aid consequences for students who are receiving financial aid, since this will reduce the number of enrolled credit hours. If students believe their instructor reported them as a no show in error, they must contact the instructor immediately to resolve the issue.

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 62

AUDIT GRADES

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

LATE REGISTRATION

Session	Calendar Days to Enter an Organized Class	Instructor’s Approval Required
4-Week	One (1)	Late registration requires instructor’s approval
5-Week	Three (3)	On or after the second calendar day
6-Week	Three (3)	On or after the second calendar day
8-Week	Four (4)	On or after the second calendar day
12-Week	Five (5)	On or after the third calendar day
16-Week	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 102