

Hopkinsville Community College Academic Calendar

July – December 2014

JULY 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		

JUL

- 4 **Independence Day observed (legal holiday)**
- 7 Hopkinsville Campus: Classes begin for July Summer Session
- 8 Last day to withdraw from 5 week session M17 @ 100% refund
- 10 Fort Campbell Campus: Class work ends for the May term
- 12 Hopkinsville Campus: Class work ends for 8 week session M19
- 12 Hopkinsville Campus: Midterm for July Summer Session M17
- 14 Hopkinsville Campus: Final exam day for 8 week session M19
- 15 Last day to withdraw from 5 week session M17 @ 50% refund
- 17 ALL GRADES POSTED FOR SESSIONS M05 AND M19
- 23 Hopkinsville: Mid-session for July 5-week session M17

AUGUST 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

AUG

- 7 Hopkinsville Campus: Class work ends for the July session
- 11 Hopkinsville Campus: Final exams for July 5-week Summer Session M17 classes
- 18 Hopkinsville Campus: Fall 16-Week class work begins
- 18 Hopkinsville Campus: First 8-Week class work begins
- 18 Fort Campbell Campus: (August) First 8-Week class work begins
- 21 Fort Campbell: Last day to withdraw from August session M06 class @ 100% refund
- 21 Hopkinsville: Last day to withdraw from 1st 8 week session M06 @ 100% refund
- 22 Hopkinsville: Last day to withdraw from 16 week session 1 @ 100% refund

SEPTEMBER 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				

SEPT

- 1 **Labor Day (legal holiday)**
- 3 Last day to withdraw from 1st 8 week session M06 @ 50% refund
- 8 Last day to file an application for a December degree
- 15 Hopkinsville: Mid-session for 1st 8-week session M06
- 15 Fort Campbell: Mid-session for August session M06
- 17 Hopkinsville: Last day to withdraw from 16-week session 1 @ 50% refund
- 21 Hopkinsville: 60% date for 1st 8 week classes session M06
- 21 Fort Campbell: 60% date for August session M06

OCTOBER 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	

OCT

- 11 Fort Campbell Campus: (August) First 8-Week session M06 classes end
- 11 Hopkinsville Campus: First 8-Week session M06 classes end
- 12 End of session M06
- 13-18 Hopkinsville Campus: Fall Break
- 13-18 Fort Campbell Campus: Fall Break
- 13 Hopkinsville Campus: Mid-Session for 16-Week classes
- 20 Hopkinsville Campus: Second 8-Week class work begins (Session M09)
- 20 Fort Campbell Campus: October term classes begin (Session M09)
- 23 Hopkinsville: Last day to withdraw from 2nd 8-week session M09 @ 100% refund
- 23 Fort Campbell: Last day to withdraw from October term session M09 @ 100% refund
- 24 Hopkinsville: 60% date for 16 week session 1

NOVEMBER 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						

NOV

- 3 Last day to withdraw from session M09 @ 50%
- 11 **Fort Campbell Campus: Veteran's Day (No Classes)**
- 17 Hopkinsville Campus: Mid-session for Second 8-Week classes
- 23 Fort Campbell Campus: 60% date for session M09
- 26 **Academic Holiday (No classes)**
- 27 **Thanksgiving Day (legal holiday)**
- 28 **KCTCS Holiday**
- 29 **Academic Holiday (No classes)**

DECEMBER 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			

DEC

- 7 Hopkinsville Campus: End of 16-Week session 1 class work
- 8-13 Hopkinsville Campus: Final exam week for 16-Week session 1 classes
- 13 Hopkinsville Campus: Second 8-Week session M09 classes end
- 13 Fort Campbell Campus: October term session M09 classes end
- 14 **End of Fall 2014 semester**
- 17 **All Grades for All Campuses POSTED**
- 22-31 **Institutional Closing**

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