

# Hopkinsville Community College Academic Calendar

## July 2008 – December 2008

JULY 2008						
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

- 2 Hopkinsville Campus: Final exams for the May Summer-Session (five-weeks)
- 4 Fourth of July (legal holiday)
- 7 Hopkinsville Campus: Class work begins for the July Summer-Session (five-weeks)
- 22 Hopkinsville Campus: Midterm for the July Summer-Session (five-weeks)

AUGUST 2008						
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						

### AUG

- 7 Hopkinsville Campus: Class work ends for the July Summer-Session (five-weeks)
- 11 Fort Campbell: First 8-week class work begins
- 11 Hopkinsville Campus: Final exams for the July Summer-Session (five-weeks)
- 18 Hopkinsville Campus: First 8-week and 16-week class work begins

SEPTEMBER 2008						
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)
- 8 Last day to file an application for a December degree
- 12 Hopkinsville Campus: Midterm for first 8-week classes

OCTOBER 2008						
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

- 6 Fort Campbell: First 8-week classes end
- 9 Hopkinsville Campus: Midterm for 16-week classes
- 11 Hopkinsville Campus: First 8-week classes end
- 13 Columbus Day (Holiday for Fort Campbell ONLY)
- 13-18 Hopkinsville Campus: Fall break
- 14 Fort Campbell: Second 8-week class work begins
- 20 Hopkinsville Campus: Second 8-week class work begins

NOVEMBER 2008						
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

- 4 Presidential Election Day (holiday)
- 11 Veteran's Day (Holiday for Fort Campbell ONLY)
- 17 Hopkinsville Campus: Midterm for Second 8-week classes
- 26 Academic holiday
- 27 Thanksgiving Day (legal holiday)
- 28 KCTCS holiday
- 29 Academic holiday

DECEMBER 2008						
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

- 10 Fort Campbell: Second 8-week classes end (Monday/Wednesday)
- 13 Hopkinsville Campus: End of 16-week class work
- 13-18 Hopkinsville Campus: Final exam week for 16-week class work
- 16 Fort Campbell: Second 8-week classes end (Tuesday/Thursday)
- 17 Hopkinsville Campus: Second 8-week classes end
- 18 Hopkinsville Campus: End of Fall Semester

## 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.

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

- 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 62

### AUDIT GRADES

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

### LATE REGISTRATION

<b>Session</b>	<b>Calendar Days to Enter an Organized Class</b>	<b>Instructor's Approval Required</b>
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