

# Hopkinsville Community College Academic Calendar

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

## July – December 2016

JULY						
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: Instruction ends for June 4 week term
- 3 Hopkinsville: End of June 4 week term
- 4 **Independence Day (legal holiday)**
- 5 Hopkinsville Campus: Classes begin for July Summer Session
- 30 Hopkinsville Campus: Classwork/Instruction ends for July 8 week and 4 week term
- 30 Fort Campbell Campus: Classwork/Instruction ends for July 8 week term

AUGUST						
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

- 1 Hopkinsville Campus: Final Exams for July Term
- 1 Hopkinsville Campus: End of July Term
- 1 Fort Campbell Campus: End of July Term
- 3 ALL grades for July session posted by noon
- 4 **END of Year Processing**
- 15 Hopkinsville Campus: Fall 16-Week classwork/instruction begins
- 15 Hopkinsville Campus: First 8-Week classwork/instruction begins
- 15 Fort Campbell Campus: (August) First 8-Week classwork/instruction begins

SEPTEMBER						
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

- 5 **Labor Day (legal holiday)**
- 8 Last day to file an application for a December degree

OCTOBER						
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

- 8 Fort Campbell Campus: (August) First 8-Week classwork/instruction completed
- 8 Hopkinsville Campus: First 8-Week classwork/instruction completed
- 9 End of 1<sup>st</sup> 8 week and August term
- 10 **GRADES POSTED FOR 1<sup>ST</sup> 8 WEEK AND AUGUST TERM CLASSES**
- 10-15 **Fall Break (academic holiday)**
- 17 Hopkinsville Campus: Second 8-Week classwork/instruction begins
- 17 Fort Campbell Campus: October term classwork/instruction begins

NOVEMBER						
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

- 8 **Both Campuses: Presidential Election Day – Federal Holiday (No Classes)**
- 11 **Fort Campbell Campus: Veterans Day (No Classes)**
- 23 **Academic Holiday (No classes)**
- 24 **Thanksgiving Day (legal holiday)**
- 25 **KCTCS Holiday**
- 26 **Academic Holiday (No classes)**

DECEMBER						
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

- 3 Hopkinsville Campus: End of 16-Week classwork
- 5-11 Hopkinsville Campus: Final exam week for 16-Week
- 10 Hopkinsville Campus: Second 8-Week classwork/instruction completed
- 10 Fort Campbell Campus: October term classwork/instruction completed
- 11 **All Campuses: End of Fall 2016 semester**
- 13 **ALL GRADES POSTED BY NOON**
- 14 **END of Term Processing**
- 19-31 **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.

<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.

## 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

<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