



Administrative Policy: 4010		Academic and Term Calendars		Policy Number:	4010
Applicable regulations - Federal/State/Board/College		NWCCU Standard 2.D.5			
Accountable Administrator:		VPASA	Position responsible for updates:		VPASA
Original Date:	2017-2018	Executive Team approval date:		3-18-25	
Date Posted on Web:	3-31-25	Revised:	3-18-25	Reviewed:	3-18-25

AP 4010 Academic and Term Calendars

References:

NWCCU Standard 2.D.5

The Registrar and Director of Human Resources will present the academic calendar - consisting of term start and end dates, number of weeks and days of instruction, and scheduled college closures within each term - to the Board of Education as an information item during their December meeting.

The Registrar will consult with the following functional units regarding the development of the annual term deadlines for the next academic year:

- Dean of Academic Pathways and CTE
- Dean of Academic Foundations and Student Success
- Business Office
- Financial Aid
- Human Resources

The Registrar shall prepare a draft calendar and send it to the functional units listed above each December. Feedback from those groups will be used to develop the final draft which will be submitted to the President for approval.

The academic calendar at Oregon Coast Community College shall include the deadline dates for the following:

- Term start and end
- Schedule of classes available
- Registration deadlines to include add, drop, withdraw, and audit deadlines for full-term-length classes
- Drop-with-refund and book-refund deadlines
- Book availability and buy back
- Date book vouchers become available
- Payment deadline

- Holidays (per Collective Bargaining Agreements)
- In-Service
- Grade availability

The College operates on a term system (also called a quarter system). Summer is the first (leading) term in the academic year. Generally, Summer term generally runs from July until late-August and has fewer weeks of instruction than the other terms. Fall term begins in late September and ends in early December. Winter term begins in early January and runs until mid-March, and Spring term begins in late March and ends in mid-June. The fall, winter, and spring terms shall be at least 11 weeks in length.

The College shall use the holiday schedule set forth in its Collective Bargaining Agreements. OCCC will check alignment with the academic calendar of Oregon State University to be aware of impacts on Degree Partnership Program (DPP) students.

The College President may close the college and offices when good reason exists.

Approved: