

AP 214a - ACADEMIC CALENDAR

Associated Board Policy: 214.00 - Scheduling, Assignment, and Cancellation of Classes

Procedure Owner: Vice President of Academic Affairs

Related Procedures: AP 214b - Assignment of Faculty Workload

I. Procedure Scope and Purpose

This procedure applies to the development of an approved Academic Calendar applicable throughout the entire institution at Cowley College.

The purpose of this procedure is to ensure that the institution has an approved operating calendar in which to plan semester sessions and schedules, faculty workdays, paid holidays for employees and dates the institution closes. The calendar shall serve as the official record for the indicated academic year.

II. Definitions

Academic Calendar: A yearly calendar that runs from August – July that outlines faculty workdays, start and end dates of semester sessions, final exam timeline, commencement, holidays, and dates the institution is closed.

Master Agreement: The negotiated agreement between the College Board of Trustees and the Cowley Educational Association that describes faculty employment and expectations.

III. Procedure

The Academic Affairs office develops a proposed academic calendar 10-14 months prior to its effective date. The academic calendar allows a traditional 15-16 week semester to be outlined for class schedules and defines when the Fall and Spring semester start and end dates occur. Consideration also includes dates outlined by the Kansas Regents System Academic Calendars. The calendar also outlines summer, eight-week and other session start dates.

The calendar outlines the following components:

- 172 professional employee (full-time faculty) work days as established by the Faculty Master Agreement
- Faculty report and check out dates
- Semester start and end dates
- Shortened session(s) start and end dates
- Timeframe for course finals
- Final grades due date for each semester
- Commencement

- Observed Federal holidays and paid dates when the college offices close as determined by the administration.

The following Federal Holidays are observed:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

A minimum of 20 paid days/holidays are also designated on the calendar, however, the total number of paid holidays approved by Administrative Council may vary based upon the yearly calendar as to when Federal holidays fall and the amount of time off provided to staff around Christmas and New Year's for Winter break. Staff positions that require work assignments on scheduled campus closure dates will work with their supervisors to determine an appropriate alternate work schedule.

The Vice President of Academic Affairs shall present at least one proposed calendar to the Academic Affairs Council for review to obtain feedback from academic departments.

Upon recommendation from the Academic Affairs council, the Vice President of Academic Affairs presents the proposed calendar to the Administrative Council for review and approval.

The approved calendar is published for public display on the College website and on the faculty and student portals. After the approved calendar is published, any requested changes require approval from the Administrative Council.

IV. Effective Date(s)

This procedure first became effective: August 22, 2014

Revised on: May 21, 2024

V. Signature and Title

This procedure is implemented by: 

Title: Vice President of Academic Affairs