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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President


THROUGH: Ms. Susie Schowen ^{CUS}
Vice President of Education

FROM: Dr. Amy Cable ^{AC}
Chief Student Affairs Officer

DATE: May 22, 2023

SUBJECT: Review and Advisement: Revisions to LCTCS Policy #1.031 -
Academic Calendar and Census Date

APPROVED

 6/14/23
LCTCS BOARD OF SUPERVISORS

FOR BOARD REVIEW AND ADVISEMENT

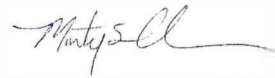
Recommendation: Staff recommends that the Board receive for review and advisement revisions to LCTCS Policy #1.031 - Academic Calendar and Census Date.

Background: As the Louisiana Community and Technical College System (LCTCS) implements a new funding model for students, it has become apparent that there is a need across the system to streamline processes and policies related to student onboarding, retention, and completion. While each institution within the system needs to have scalable and customizable solutions to meet the needs of their population, it is imperative that our college's identity areas where consistency is beneficial to students. An updated academic calendar policy will ensure that application and registration dates are consistent between all LCTCS institutions.

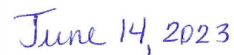
Fiscal Impact: N/A

History of Prior Actions: The policy was originally adopted June 14, 2000, and was updated on December 9, 2020.

Benefits to the System: The minor revisions will ensure students will encounter more streamlined processes related to application and registration.



Approved for Recommendation to the Board
Dr. Monty Sullivan



Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.031

Commented [A1]: The academic calendar should include the final exam schedule (i.e. the week of May 3-8th) No specific class exam schedules

Title: ACADEMIC CALENDAR AND CENSUS DATE

Authority: Board Action

Original Adoption: 06/14/2000

Effective Date: ~~03/01/14/20~~

~~2400~~

Last Revision: 12/09/2020

Louisiana's community and technical colleges enroll students year-round in numerous academic, adult education, and workforce training programs. Each LCTCS community and technical college will establish and publish in the institution's catalog, a minimum of one, full year academic calendar that includes fall, spring, and summer semesters, and any other academic timeframes, provided as options for enrolling in and completion of courses during the 12-month academic year. ~~The reporting calendar for institutions of the Louisiana Community and Technical College System (LCTCS) shall consist of a Summer, Fall, and Spring academic term. Within these terms, college leaders shall develop programs ranging from short term to two years in length in consistency with the matriculation of students.~~

All LCTCS community and technical colleges may offer terms of alternate lengths in addition to the fall and spring semesters but should be mindful of calendar conflicts, federal financial aid requirements and deadlines for data reporting that will be provided by LCTCS. The academic calendar should include the final exam schedule for each respective term.

~~Enrollment reporting cycles shall be created to capture the LCTCS students and accurately reflect the number of students being served by community and technical colleges. Annual unduplicated enrollment shall be announced at the end of the academic year.~~

~~For the purpose of consistent reporting of student data, institutions shall comply with the Louisiana Board of Regents' Reporting System.~~

Start and End Dates-Fall/Spring Semester, Full Term, and all sessions within

1. Class Start Date

a. Week 1 of each respective semester begins with the first day of class.

i. Fall classes begin no later than the fourth Monday in August.

ii. Spring classes begin no later than the Tuesday after MLK holiday.

2. Class End Date

a. Flexibility is provided at the end of each semester to allow community and technical colleges to address concerns with the number of class sessions, lab availability, etc.

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Registration Dates

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1. Registration of courses for the Fall semester, or full-term semester summer semester will begin no later than April 1
2. Registration of courses for the Spring semester, or full-term, summer semester and will begin no later than November 1.

Census Dates

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The reporting census date calendar for institutions of the Louisiana Community and Technical College System (LCTCS) shall consist of a Summer, Fall, and Spring academic term. Within these terms, college leaders shall develop programs ranging from short-term to two-years in length in consistency with the matriculation of students.

Enrollment reporting cycles shall be created to capture the LCTCS students and accurately reflect the number of students being served by community and technical colleges. Annual unduplicated enrollment shall be announced at the end of the academic year.

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For the purpose of consistent reporting of student data, institutions shall comply with the Louisiana Board of Regents' Reporting System.

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Signature: 
Amy Cable (Jun 8, 2023 11:29 CDT)
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Revisions to LCTCS Policy 1.031 - Academic Calendar and Census Date

Final Audit Report

2023-06-08

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