

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 1.031**

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**Title: ACADEMIC CALENDAR AND CENSUS DATE**

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Authority: Board Action

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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 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.

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.

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.

Registration Dates

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

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.

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