



Academic Calendar

1. PURPOSE

This policy establishes guidelines for the development and use of the Academic Calendar at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

All students who enroll in academic courses and the faculty, staff, and administration who support academic programming are subject to the conditions set forth in this policy

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-3510: Credit Hour Assignment
- 3.5 PROC-3055-01: Academic Calendar
- 3.6 PROC-3055-02: Constitution Day Observance

4. DEFINITIONS

- 4.1 The Academic Calendar defines the landmark dates that drive the day-to-day business of the College and establishes significant enrollment and academic progress reporting dates.
- 4.2 An Academic Year is defined by the period beginning with the fall term of one calendar year and ending at the conclusion of the summer term of the following calendar year. Specific dates for each term are established by the Academic Calendar.
- 4.3 An Academic Term includes the period commencing with the first day of class and concluding with the last day of the final exam period as communicated by the Academic Calendar. A session is a period that falls within but is not inclusive of the entirety of an academic term.

5. POLICY

- 5.1 The Academic Calendar will comply with guidelines established by NPRC-3510: Credit Hour Assignment.

- 5.2 Academic calendars may require revisions based on changes in college policies and procedures or states of emergency that cause a disruption in the offering of classes. Revisions will be distributed as an addendum to the academic catalog as soon as practicable after a change is enacted.
- 5.3 The academic calendar length is 15 weeks, including a final exam or equivalent final instructional meeting instruction.
- 5.4 The fall term begins in August and ends in December. The spring term begins in January and ends in May. The summer term begins after the conclusion of the Spring term and ends prior to the start of the fall term for the subsequent academic year.
- 5.5 The calendar dates provided by the academic calendar include, but are not limited to, instructional and non-instructional days, registration periods, schedule adjustment, withdrawal deadlines, grade submission deadlines, final exam days, and holidays.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Registrar and the Academic Directors will collaborate to produce and, once approved, distribute the Academic Calendar in compliance with established deadlines.
- 6.2 The Registrar or designee will be responsible for the storage and release of the approved academic calendar.
- 6.3 The Vice President of Academic Affairs is responsible for approval of the academic calendar and policy oversight and administration.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

<i>Signature on file</i>	4-11-2025
_____ Chairperson, Board of Trustees <i>Signature on file</i>	_____ Date 4-11-2025
_____ President	_____ Date

Revision Notes: Policy in Revision