Timeline for Creating Academic Calendar

Fall Semester	College Registrar uses previous academic year calendar(s) as models to update and develop draft of the *next forthcoming Academic Calendar that has not yet been finalized.* Vice Chancellor for Academic Affairs confirms instructional minutes for students and faculty work days and addresses potential faculty pay calendar changes with the Vice Chancellor for Business and Administrative Affairs, if applicable, in initial draft prior to distribution.
Fall Semester	College Registrar distributes draft of the forthcoming Academic Calendar to Academic and Student Affairs Council for review.
Upon Academic and Student Affairs Council Recommendation for Approval	College Registrar submits forthcoming Academic Calendar recommended for approval by Academic and Student Affairs Council to Vice Chancellor for Academic Affairs.
Upon Vice Chancellor for Academic Affairs' Approval	Vice Chancellor for Academic Affairs sends approved Academic Calendar to Human Resources to be submitted to Louisiana Community and Technical College System Office. Registrar submits approved Academic Calendar to Catalog Editor and Web Content Specialist for publication.
Upon submission	Forthcoming Academic Calendar published on College's website.