Hopkinsville Community College
Academic Calendar

January – June 2010

JANUARY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JAN

- **11** Hopkinsville Campus: First 8-week and 16-week class work begins
- **11** Fort Campbell: January term class work begins
- **18** Martin Luther King, Jr. Day (legal holiday)

FEBRUARY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEB

- **5** Hopkinsville Campus: Midterm for First 8-week classes
- **8** Last day to file an application for a May degree
- **15** President's Day (holiday)

MARCH 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAR

- **4** Hopkinsville Campus: Midterm for 16-week classes
- **6** Hopkinsville Campus: First 8-week classes end
- **6** Fort Campbell: January term classes end
- **8-13** Hopkinsville Campus and Fort Campbell: Spring Break (academic holiday)
- **15** Hopkinsville Campus: Second 8-week classes begin
- **15** Fort Campbell: March term class work begins

APRIL 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APR

- **2** Good Friday (one-half day observance – KCTCS holiday)
- **9** Hopkinsville Campus: Midterm for Second 8-week classes

MAY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY

- **1** Hopkinsville Campus: End of 16-week class work
- **3-8** Hopkinsville Campus: Final exam week for 16-week class work
- **7** Commencement
- **8** Hopkinsville Campus: Second 8-week classes end
- **8** Fort Campbell Campus: March term classes end
- **8** Hopkinsville Campus and Fort Campbell: End of Spring Semester
- **17** Hopkinsville Campus: May 5-week Summer-Session begins
- **17** Fort Campbell Campus: May term Summer-Session begins
- **31** Memorial Day (Legal Holiday)

JUNE 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE

- **3** Hopkinsville Campus: Midtern for May Summer Session classes
- **4** Last day to file an application for an August degree
- **21** Hopkinsville Campus: May 5-week Summer-Session classes end
- **23** Hopkinsville Campus: Final exam for May 5-week Summer-Session

3/12/2010

REFUND INFORMATION

In order to receive a tuition refund a student must officially withdraw within the refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-Week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently — 16, 8, 4-Week.

Timeframe for Tuition Refunds*			
Session	**100%**	**50%**	**No Refund**
16-Week	Within 7th day	8th – 29th day	After 29th day
8-Week	Within 4th day	5th – 15th day	After 15th day
6-Week	Within 3rd day	4th – 11th day	After 11th day
5-Week	Within 2nd day	3rd – 9th day	After 10th day
4-Week	Within 1st day	2nd – 7th day	After 7th day

Source: KCTCS Catalog, Page 51

*Session is defined as the beginning of the term, not the first day of a scheduled class.
*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

- Non-attendance does not relieve you of your obligation or entitle you to a refund.
- No refund of tuition will be made to a student whose course load is reduced as a result of passing a special examination for credit.
- Refunds for payments made with a credit card are credited back to the same card.

WITHDRAW (W) GRADES

- Classes dropped within the 100% refund period do not appear on a student's academic record.
- A grade of W will be assigned for classes dropped within the 50% refund period.
- After midterm date, an instructor's permission is required to withdraw and receive a grade of W.

Source: KCTCS Catalog, Page 62

AUDIT GRADES

- Last day to change from credit to audit is the midterm of the session.

LATE REGISTRATION

Session	Calendar Days to Enter an Organized Class	Instructor's Approval Required
4-Week	One (1)	Late registration requires instructor's approval
5-Week	Three (3)	On or after the second calendar day
6-Week	Three (3)	On or after the second calendar day
8-Week	Four (4)	On or after the second calendar day
12-Week	Five (5)	On or after the third calendar day
16-Week	Seven (7)	On or after the fourth calendar day

- Instructor's approval may be a signed registration form or consent via official KCTCS email documentation.

Source: KCTCS Rules of the Faculty Senate, Page 102