



## Academic Calendar and Census Date

### POLICY NUMBER

1-4020

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| <b>Responsible Office:</b><br><i>Registrar's Office</i>  | <b>Effective Date:</b><br><i>12/04/2025</i>     |
| <b>Responsible Official:</b><br><i>Provost/Vice Chancellor for Workforce and Student Development</i> | <b>Last Reviewed Date:</b><br><i>12/04/2025</i> |
| <b>Policy Classification:</b><br><i>Academic, Workforce, and Student Development</i>                 | <b>Origination Date:</b><br><i>01/10/2007</i>   |

### I. POLICY STATEMENT

Baton Rouge Community College (BRCC) establishes and publishes a full year academic calendar to define the official start and end dates of academic terms, including registration periods, add/drop deadlines, withdrawal deadlines, and holidays.

The Census Date is a critical point within each term which serves as the official date for enrollment reporting, financial aid eligibility, and course participation verification. Students enrolled as of the census date are considered officially registered for the term, and this date is used for determining tuition liability, attendance verification, and compliance with federal, state, and institutional reporting requirements.

All students, faculty, and staff are responsible for understanding and adhering to the deadlines and procedures outlined in the academic calendar. The Registrar's Office is responsible for publishing the academic calendar, monitoring compliance with census dates, and providing guidance regarding registration, enrollment, and reporting procedures.

### II. POLICY RATIONALE AND SCOPE

This policy ensures that BRCC operates in a consistent, transparent, and compliant manner. The academic calendar provides students, faculty, and staff with clear timelines for registration, course participation, add/drop periods, withdrawals, and term completion. The census date serves as an official reference point for enrollment verification, tuition assessment, financial aid eligibility, and institutional reporting requirements.

### III. POLICY AUDIENCE

This policy applies to all students, faculty, and staff.

### IV. POLICY COMPLIANCE

Students, faculty, and staff are responsible for following published dates and procedures to maintain compliance with institutional, state, and federal requirements. The Registrar's Office, in

collaboration with the Webmaster, is responsible for publishing the academic calendar, monitoring adherence to start and end dates, and ensuring accurate registration records.

Non-compliance with this policy may impact financial aid eligibility, federal and state reporting requirements, and institutional accreditation standards.

## **V. POLICY DEFINITIONS**

**Academic Calendar:** a published schedule outlining the official start and end dates of each semester, including registration periods, add/drop deadlines, withdrawal deadlines, holidays, and other key academic events.

**Census Date:** the specific date within a semester used to determine official enrollment for reporting, financial aid, tuition assessment, and course participation verification purposes.

**Add/Drop Deadline:** the last day students may register for a course, or withdraw from a course without academic penalty or with full tuition adjustment

**Withdrawal Deadline:** the final date a student may officially withdraw from a course or term and receive a "W" grade, with potential implications for tuition, financial aid, and academic standing.

**Semester:** A standard term, typically lasting about 15 or 16 weeks, during which courses are offered, instruction occurs, and academic credit is earned according to the college's academic calendar.

**Part of Term:** A defined segment within a semester during which courses have specific start and end dates, deadlines, and grading periods.

**Official Enrollment:** The record of a student's registered courses as of the census date, used for determining tuition liability, academic participation, and eligibility for institutional and federal programs.

## **VI. POLICY IMPLEMENTATION PROCEDURES**

The institution enforces the Academic Calendar and Census Date Policy in alignment with the official start and end dates for all semesters. These procedures promote consistency in course scheduling, registration, and compliance with institutional and regulatory standards.

### **Class Start Dates**

- The first week of each semester begins on the official first day of class.
  - **Fall Semester:** Classes begin no later than the fourth Monday in August.
  - **Spring Semester:** Classes begin no later than the Tuesday following the Martin Luther King Jr. holiday.

### **Class End Dates**

- Flexibility is allowed at the end of each semester to address institutional needs, such as variations in the number of class sessions, laboratory availability, and instructional scheduling requirements.

### **Registration Dates**

- **Fall Semester and Summer Semester:** Registration opens no later than April 1.
- **Spring Semester and Summer Semester:** Registration opens no later than November 1.

### **Census Dates**

- **Fall and Spring Semesters:** The Census Date is the 14<sup>th</sup> class day.
- **Summer Semester:** The Census Date is the 7<sup>th</sup> class day.

## **VII. POLICY RELATED INFORMATION**

[LCTCS Policy 1.031 Academic Calendar and Census Date](#)

## **VIII. POLICY EXCEPTION**

Exceptions to this policy may be granted only under extraordinary circumstances that significantly disrupt the institution's ability to adhere to published academic calendar and census date requirements. Such circumstances may include natural disasters, public health emergencies, or other unforeseen events that prevent normal academic operations.

Any exception must be approved by the appropriate institutional authority, and must be communicated promptly to all affected students, faculty, and staff. In all cases, adjustments will be made in accordance with state, federal, and accrediting body requirements to maintain academic integrity and regulatory compliance.

## **IX. POLICY HISTORY AND REVIEW CYCLE**

This is a revised policy containing the content previously found in 1-4020, Academic Calendar. This policy is to be reviewed and revised, as needed, within three years of the effective date.

## **X. POLICY URL**

This policy may be accessed on the [BRCC website](#).

## **XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



Willie E. Smith, Sr., Ed.D.  
Chancellor

12/04/2025

Date  
*Effective Date of Policy*