

# LWTech 2017-2018 Academic Calendar

Approved by Executive Cabinet 10/11/16

July						
Su	M	T	W	Th	F	Sa
						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					

August						
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27	28	29	30	31		

September						
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17	18■	19■	20◆	21■	22○	23
24	25	26	27	28	29	30

October						
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15	16■	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31◆				

November						
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12	13	14	15	16	17	18
19	20	21	22	23★	24★	25
26	27	28	29	30		

December						
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10	11□	12□	13○	14	15	16
17	18	19	20	21	22★	23
24	25★	26	27	28	29★	30
31						

January						
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14	15★	16	17	18	19	20
21	22	23	24■	25	26	27
28	29	30	31			

February						
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18	19★	20	21	22	23	24
25	26	27	28			

March						
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25	26	27	28	29	30	31

April						
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29	30					

May						
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20	21	22	23	24	25	26
27	28★	29	30	31		

June						
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17	18□	19□	20	21	22	23
24	25	26	27	28	29	30

- Color Key:**
- Instructional Days (150 + 40 day summer)
  - ★ Holidays (12)
  - ◆ Advising Days (4)
  - Administrative Days - including Commencement (10)
  - Faculty Professional Responsibility Days (6)
  - Faculty Non-instructional Preparation Days (3)

## Instructional Days

50 days each for Fall, Winter, and Spring/ 40 days for Summer

### What are they used for?

Instruction. Classes are in session for all Instructional Days.

### Required to attend?

All Full-time Faculty, All Part-Time Faculty, All Staff (as scheduled by supervisor)

### Use for a personal day?

Yes, with advance approval from the Dean.

## ★Holidays

Non-Instructional – No classes in session. 12 per year.

New Year's Day • Martin Luther King Jr. Day • Presidents Day • Memorial Day • Independence Day • Labor Day • Veterans Day • Thanksgiving • day after Thanksgiving • December 24<sup>th</sup> • December 25<sup>th</sup> • New Year's Eve

## □ Faculty Professional

Responsibility Days

6 days each year; 2 per quarter for Fall, Winter, and Spring

### What are they used for?

Non-Instructional – No classes in session. Faculty can use these days for grading and preparation for the upcoming quarter.

### Required to attend?

All Full-time Faculty, All Staff (as scheduled by supervisor). Part-time Faculty are optional.

### Use for a personal day?

Yes, with advance approval from the Dean.

## ◆ Advising Days

4 days each year

### What are they used for?

Non-Instructional – No classes in session. These days are used to advise students.

### Required to attend?

All Full-time Faculty, All Staff (as scheduled by supervisor). Part-time Faculty are optional.

### Use for a personal day?

Yes, with advance approval from the Dean.

## ■ Administration Days

10 days each year

### What are they used for?

Non-Instructional – No classes in session. May be used for In-services.

3 Days – professional development/ curriculum days scheduled by the Vice President of Instruction.

6 Days – professional days scheduled by the College administration.

1 Day – professional day scheduled by the College administration that includes commencement activities in June.

### Required to attend?

All Full-time Faculty, All Staff (as scheduled by supervisor). Part-time Faculty are optional.

### Use for a personal day?

Yes, with advance approval from the Dean.

## ○ Faculty Preparation Days

3 days each year

### What are they used for?

Non-Instructional – No classes in session. Faculty can use these days to do any necessary prep work to prepare for the upcoming quarter.

### Required to attend?

All Full-time Faculty, All Staff (as scheduled by supervisor). Part-time Faculty are optional.

### Use for a personal day?

Yes, with advance approval from the Dean.