Patrick & Henry Community College

WORKING CALENDAR 2023 - 2024

AUG	AUGUST 2023
Aug. 1 - Nov. 30	Fall 2023 graduation application available online
1	New Student Welcome Day 11am - 1 pm
1	Human Resources to submit faculty ranked personnel eligible for multi-year appointments
1 - 2	Summer 2023 Exam Period: 8-week session
3	New Student Welcome Day 4pm - 6 pm
7	Fall 2023 faculty contract listings due to academic VP office
8 - 9	Summer 2023 Exam Period: 10-week session
10	Summer grades due to Registrar, 9:00am
13	Roll prior term spring course schedule
14	First day for fall 2023 Bookstore purchases utilizing financial aid
16	Adjunct Orientation Meeting
16 - 17	College-Wide Inservice
17 - 18	Advising & Registration for Fall 2023
21	Fall 2023 classes begin: 8-week 1 & regular sessions
21 - 22	Students may openly register/add/swap: 8-week 1 session
21 - 25	Welcome Week
21 - 25	Students may openly register/add/swap: regular session
29	Last day to drop a course and receive a refund: 8-week 1 session
TBA	Patriot Players public performances

SEPT	SEPTEMBER 2023
1	Adjunct mentoring assignment list due to academic VP office
4	Labor Day Holiday *(college closed)*
5	Spring 2024 SSDL course listing to deans for review/approval
6	Last day to drop a course & receive a refund: regular session
6	Last day for fall 2023 Bookstore purchases utilizing financial aid
8	STEM-HAP division meeting, 1:00pm
8	ASCT division meeting, 1:00pm
11	Deans communicate first evaluation criteria for faculty performance & professional development objectives *(PPDO)* for first-year faculty. *(*for specific faculty dates & requirements, see the P&HCC Faculty Evaluation Plan-Appendix A)*
11	Foundation Board meeting, 12:00pm
11	Reassigned time reports due to supervisors
18	College Board meeting, 12:00pm
22	Dual Enrollment registration complete
25	Last day to withdraw without a grade penalty or to change from credit to audit: 8-week 1 session
25	Nominations due for fall 2023 Going The Extra Mile Award *(ad hoc committee)*
27 - 29	VCCA Conference, Omni Richmond Hotel, downtown Richmond
Contact: opd@vccs.edu	VCCS Professional Development Paul Lee Grant application deadline (spring), 5:00 pm (funding pending) PLEASE NOTE: Contact opd@vccs.edu before submitting applications.

OCT	OCTOBER 2023
11	Spring 2024 course schedules finalized
13	STEMHAP Division Meeting, 1:00pm
15	Spring 2024 Book Adoption forms due to Bookstore

OCTOBER 2023 (continued)

16	Last day of fall 2023 classes: 8-week 1 session
20	Dual Enrollment billing
20	Classified employee performance evaluations due *(Parts V-X)*
24	Last day to withdraw without a grade penalty or to change from credit to audit: regular session
25	Last day to drop a course and receive a refund: 8-Week 2 Session
26	Foundation Scholarship Luncheon
TBA	Patriot Players Fall Show

NOV
NOVEMBER 2023

1	Registration for spring 2024 begins
1	2024-2025 Academic Calendar developed & approved
3	ASCT division meeting, 1:00pm
7	Election Day *(college closed)*
10	STEMHAP division meeting, 1:00pm
10	Submission deadline for fall semester requests for reassigned time
12	Spring adjunct contract information due to academic VP office
13	Faculty performance & professional development objectives *(PPDO)* for current calendar year complete/submit
15	Supervisor recommendations for one-year, multi-year appointments due to academic VP
15	Begin spring Inservice planning
16 - 17	Senior field trips
20	Last day to withdraw without grade penalty or to change from credit to audit: 8-week 2 session
20	College Board meeting, 12:00pm
22	Faculty Research; (*no classes*)
23 - 24	Thanksgiving holidays *(college closed)*
30	Deadline to apply for fall 2023 graduation
TBA	Fall Fest 11:30am-1:30pm

DEC
DECEMBER 2023

Dec. 1 - Mar. 31	Spring 2024 graduation application available online
4	Deans complete faculty evaluations for semester/calendar year
4	Deans communicate to faculty evaluation criteria for next evaluation cycle
4	Foundation Board meeting, 12:00pm
7	ASCT division meeting, 1:00pm
8	Student Success division holiday breakfast, 9:00am
8	Last day of fall 2023 classes: regular session
8	STEM-HAP division meeting, 1:00pm
11 - 14	Fall Exams: regular ression
13	Christmas holiday luncheon, 12:00pm
14	Last day of fall 2023 classes: 8-week 2
14	RN Pinning ceremony 6:30pm
15	PTA Pinning ceremony 6:00pm
15	Fall grades due to Registrar, 9:0 am
15	Ad hoc committee submit recommendations for multi-year appointments to president
18	Spring 2024 faculty contract listings due to academic VP office
18 - 22	Faculty Research
20	Assessment reports due from units to assessment coordinator
25 - 29	Christmas holidays *(college closed)*

JAN — JANUARY 2024

JAN	JANUARY 2024
1	New Year's Day holiday *(college closed)*
2	Accepting nominations for annaul faculty recognition award
2	First day for spring 2024 Bookstore purchases utilizing financial aid
3	College-Wide Inservice
4	Submission deadline for spring semester requests for reassigned time
4 - 5	Open advising & registration for spring 2024
8	Spring 2024 classes begin: 8-week 1 & regular session
8	Deans receive fall student evaluation results & notify faculty of results
8	Faculty listing of workload *(include classes, co-ops, independent studies, reassigned time)* due to division deans
8 - 9	Students may openly register/add/swap: 8-week 1 session
8 - 12	Students may openly register/add/swap: regular session
10	Roll prior term summer/fall course schedules
12	SACS Retreat, 10:00am - 2:00pm
15	Martin Luther King holiday *(college closed)*
16	Reassigned time reports due to supervisor
16	Last day to drop a course and receive a refund: 8-week 1 session
17	Requests due for promotion consideration
22	College Board meeting, 12:00pm
25	Last day for spring 2024 Bookstore purchases tilizing financial aid
25	Last day to drop a course and receive a refund: regular session

FEB — FEBRUARY 2024

FEB	FEBRUARY 2024
1	Requests for 12-month faculty due March 1 to the Chancellor *(reminder)*
2	ASCT Division meeting, 1:00pm
5	Summer/fall 2024 SSDL course listing to deans for review/approval
5	Committee will review nominations for annual faculty recongnition award
7	Reassigned time reports due to supervisor
8	Last day to withdraw without a grade penalty or to change from credit to audit: 8-week 1 session
9	STEM-HAP Division meeting, 1:00pm
12	Academic VP submit recommendations for promotion to HR
23	Dual Enrollment registration complete
23	Catalog updates complete
Contact: opd@vccs.edu	VCCS Professional Development Paul Lee Grant application deadline (summer), 5:00pm (funding pending) PLEASE NOTE: Contact opd@vccs.edu before submitting applications.

MAR — MARCH 2024

MAR	MARCH 2024
1	Nominations due for spring 2024 Going The Extra Mile Award *(ad hoc committee)*
1	Reassigned time reports due to supervisor
1	ASCT Division meeting, 1:00pm
1	Last day of spring 2024 classes: 8-week 1 session
1	Employee Appreciation Day
1	STEM-HAP Division meeting, 1:00pm
4	Deans complete second semester *(spring)* evaluations for probationary faculty
4 - 8	Spring Break *(no classes)*
11	Spring 2024 classes begin: 8-week 2 session
11	Foundation Board meeting, 12:00pm
12 - 13	Students may openly register/add/swap: 8-week 2 session
12	Summer & fall 2024 course schedules finalized

MARCH 2024 (continued)

15	Summer 2024 Book Adoption forms due to Bookstore
18	College Board meeting, 12:00pm
19	Last day to drop a course and receive a refund: 8-week 2 session
22	Last day to withdraw without a grade penalty or to change from credit to audit: regular session
22	Dual Enrollment billing
22	Catalog edits finalized
29 - 31	VCCS Professional Development New Horizons Conference, Roanoke
31	Deadline to apply for spring 2024 graduation

APR / APRIL 2024

1	Begin administrative evaluation process
2	Advising & registration for summer & fall 2024 begins (no classes)
5	ASCT Division meeting, 1:00pm
8	Reassigned time reports due to supervisor
10	SEED advising & registration at the Career Academy
12	STEM-HAP Division meeting, 1:00pm
15	Last day to withdraw without grade penalty or to change from credit to audit: 8-week 2 session
15	Fall 2024 Book Adoption forms due to Bookstore
15	Nominations due for teaching faculty of the year award
15	SEED advising & registration at Martinsville High School
16	SEED advising & registration at Bassett High School
17	SEED advising & registration at Magna Vista High School
18	CTE Signing Day: am signing @ the MET; pm signing @ the Baliles & Reynolds Learning Center
29	Reassigned time reports due to supervisor
29	Last day of spring 2024 classes: regualar session
Apr. 30 - May 6	Spring 2024 exam period: regular session
TBD	World Day, 11:30am - 1:30pm
Contact: opd@vccs.edu	VCCS Professional Development Paul Lee Grant application deadline (fall), 5:00pm (funding pending) PLEASE NOTE: Contact opd@vccs.edu before submitting applications.

MAY / MAY 2024

3	Student Success division luncheon
6	Last day of spring 2024 classes: 8-week 2 session
7	Spring grades due to registrar, 9:00am
7	Summer 2024 faculty contract listings due to academic VP office
8	ASCT division retreat, 9:00am - 1:00pm
8	STEM-HAP division meeting/retreat time TBA
9	PN Nurses' Pinning Ceremony 6:30pm
9	Assessment reports due from units to assessment coordinator
10	Summer adjunct contract information due to academic VP office
10	Commencement Information Session, 12:00pm
10; 13 - 15	Faculty Research
11	Commencement Ceremony, 10:00am
13	First day for summer 2024 Bookstore purchases utilizing financial aid
May 16 - Jul. 31	Summer 2024 graduation application available online
16 - 17	Open advising & registration for summer 2024
20	College Board meeting, 12:00pm
20	Summer 2024 classes begin: 10-week session

MAY 2024 (continued)

20 - 24	Students may openly register/add/swap: 10-week session
27	Memorial Day holiday *(college closed)*
29	Summer 2024 classes begin: 8-week session
29 - 30	Students may openly register/add/swap: 8-week session
31	Last day to drop a course to receive a refund: 10-week session

JUN
JUNE 2024

3	Develop 2024-2025 Working Calendar
3	Deans receive spring student evaluation results & notify faculty of results
7	Last day to drop a course to receive a refund 8-week session
7	Last day for summer 2024 Bookstore purchases utilizing financial aid
10	Foundation Board meeting, 12:00pm
19	Juneteenth holiday *(college closed)*
21	Administrative/Professional evaluations to be completed & submitted to HR
30	Begin fall Inservice planning

JUL
JULY 2024

1 - 5	Student holidays *(no classes)*
4	Independence Day holiday *(college closed)*
8	Last day to drop a course without grade penalty or to change from credit to audit
12	SACS Retreat, 12:00pm-5:00pm
15	Fall adjunct contract information due to academic VP office
15	College Board meeting, 12:00pm
31	Deadline to apply for summer 2024 graduation

* Specific dates & criteria for first-year probationary, second- & third- year, senior one year, & multi-year faculty can be found in Appendix A of the P&HCC Faculty Evaluation Plan.
** Faculty submit 2023 credential awards to deans and the Registrar's Office as they are conferred.
*** Deans submit spring 2024 credential awards to Registrar as completed.