Madison College

Policy #5515

Academic Year Calendars Title IV (Financial Aid)

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Responsible office(s)	Student Affairs
Keywords	Calendar, Academic Calendar, Title IV, Financial Aid, Scheduling

POLICY PURPOSE

This policy establishes standards and requirements for the development, approval, and maintenance of academic year calendars to ensure compliance with Title IV federal financial aid regulations. It ensures that academic scheduling supports accurate financial aid awarding, disbursement, and reporting.

SCOPE

This policy applies to all Madison College departments and employees involved in academic scheduling, financial aid administration, enrollment services, and institutional reporting, including but not limited to:

- Enrollment Services
- Financial Aid Office
- Academic Affairs
- Registrar's Office
- Deans, directors, and department leadership

DEFINITIONS

- **ACADEMIC YEAR (TITLE IV)**
  A period defined for federal financial aid purposes that includes a minimum number of instructional weeks and credit or clock hours as required by federal regulations.
- **INSTRUCTIONAL WEEK**
  A week in which at least one day of regularly scheduled instruction or examinations occurs.
- **PAYMENT PERIOD**
  A division of the academic program used to determine financial aid disbursement timing.
- **TITLE IV PROGRAMS**
  Federal student aid programs authorized under Title IV of the Higher Education Act.
- **CENSUS DATE**
  The date at which enrollment is locked for purposes of financial aid eligibility and reporting.

POLICY STATEMENT

1. The College shall establish and maintain academic year calendars that comply with all applicable Title IV federal financial aid regulations.

2. The College shall ensure that academic calendars clearly define:
    a. Start and end dates of each term
    b. Instructional weeks
    c. Scheduled breaks
    d. Census dates
    e. Payment periods
3. The responsible offices shall coordinate to ensure that academic calendars align with financial aid disbursement schedules and regulatory requirements.
4. The College shall use approved academic calendars to determine student eligibility for Title IV aid, including enrollment status and academic progress.
5. The College **may** adjust academic calendars as necessary to maintain compliance with regulatory changes, institutional needs, or operational considerations.
6. The College **shall** document and retain all approved academic year calendars for audit and compliance purposes.
7. Employees involved in scheduling or financial aid administration **shall** follow established procedures to ensure calendar accuracy and regulatory compliance.
8. The College **may not** implement academic calendar changes that negatively impact Title IV compliance without appropriate review and approval from designated responsible office.

LINKS TO STATE/FEDERAL REGULATIONS

- Higher Education Act of 1965, as amended (Title IV)
- 34 C.F.R § 668.2 (General definitions)
- 34 CFR § 668.3 (Academic Year Definition)
- 34 CFR § 668.4 (Payment Periods)
- 34 C.F.R § 668.16 (§ 668.16 Standards of administrative capability)

SUPPORTING DOCUMENTS

RELATED POLICIES

REVISIONS

6/12/2026..... Policy drafted