



College Guideline: CCD-INST-28
Title: Semester and Parts of Term

Title: Semester and Parts of Term

Guideline: INST-28

Date: January 22, 2026

Approved by:

Purpose

This guideline explains how semesters and parts of term are determined for CCD, and how we ensure that these terms meet all federal and state regulations.

Applicability

This guideline applies to anyone who works within our credit-bearing departments.

Process

- **Custody**
 - The Office of the Provost has the authority to set the semesters and parts of term for the college, in collaboration with other stakeholders at CCD responsible for federal and state compliance.
- **Semester**
 - An academic semester is a period of time within an academic year. For-credit classes must begin and end within the semester. Not-for-credit classes can overlap from one semester to another.
 - Community College of Denver (CCD) has three semesters every academic year. The first is the summer semester, and the second is the fall semester, and finally, the spring semester. Each semester represents a standard term meaning it has a defined start and end date.
 - The Summer semester begins the day after spring semester ends. The summer semester ends on the day before fall semester begins.
 - The Fall semester begins on the third Monday in August. The fall semester ends on the second Friday in December.



College Guideline: CCD-INST-28
Title: Semester and Parts of Term

- The Spring semester begins on the day after the fall semester ends. The spring semester ends one week after the 15-week part of term for that semester, or on the last day of UCD's and MSUD's semester, whichever is later.
- So, for example, the calendar of semesters can look like: May 19-August 17; August 18-December 12; December 13-May 18. This is simply an illustration to demonstrate how the semesters look in practice, and to show that every day of the calendar years falls into one of the three semesters.
- ***Parts of Term***
 - A part of term (POT) is a specific period of time within a standard semester during which a course is offered. It can be of any length, as long as for-credit classes have sufficient time for both their in-class and out-of-class contact hours and learning.
 - All for-credit courses at CCD are scheduled within a specified part of term to ensure that the mandated in-class contact hours are met. Please refer to INST-27 on Contact to Credit Hours for a fuller description.
 - Academic deans, department chairs, and staff work collaboratively to minimize the number of POTs offered at CCD to produce student-centered schedules and course plans.
 - The Office of the Provost designates a department or person to create all POTs for any given semester, and to ensure that no POTs cross from one semester to another.
 - CCD terms will be determined one year in advance, and published on the Academic Affairs teams site, as well as directly distributed to the other divisions. Parts of term determined by the Colorado Online @ Consortium and for concurrent enrollment will be set when those entities' can communicate their needs.

Violations of the College Guideline

Violations of the guideline will be investigated by the Provost and Vice President of Academic Affairs, Vice-President of Student Services, Chief Financial Officer and Vice President of Administration, or the Vice-President of Human Resources as applicable to the area of oversight.

Violations of the guideline may result in disciplinary action up to and including termination or expulsion from the college, as applicable



College Guideline: CCD-INST-28
Title: Semester and Parts of Term