

### **Non-Instructional Days for Online Classes:**

Online classes taken at Kirtland Community College should mirror the academic calendar of face-to-face classes in terms of instruction. Students should not have coursework due on non-instructional days (such as holidays) for online classes. Faculty can assign homework that extends through a holiday break, but coursework cannot be due for grading during the break. Instructors should check the academic calendar and key dates listings as they write their syllabus. Instructors should not assign any coursework during Spring Break week of the yearly Winter semester. Courses are not scheduled for face-to-face instruction or online during that week.

<https://www.kirtland.edu/calendar>

<https://www.kirtland.edu/key-dates>

Unscheduled campus closures are the exception to this rule. In the event that poor weather or a power outage occurs closing the on-ground campus, it is still acceptable to continue your online course as scheduled.