

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish the process for developing the College Calendars.

Procedure

- A. The Registrar, in collaboration with the Provost/Vice President of Academic Affairs shall develop the Academic Calendar. The Chief Human Resource Officer shall be responsible for assuring that the calendar contains the appropriate days for various employee contract periods. Upon approval by the Provost/Vice President of Academic Affairs the Academic Calendar shall be submitted to the President's Cabinet and through the College's governance process. The College President will recommend the finalized Academic Calendar to the District Board of Trustees (DBOT) for approval.
- B. Official File of Record
 1. The Provost/Vice President of Academic Affairs shall maintain the official file of record for the Academic Calendar.
 2. The Chief Human Resource Officer shall maintain the official file of record for the Operating Calendar.
 3. The Registrar shall maintain the official file of record for the Registration Calendar.
- C. Operating Procedures
 1. The College Calendars will be developed within the rules listed in State Board of Education Rule 6A-10.019.
 2. Among the factors to be considered in the development of the calendars are:
 - a. Wednesday evening, Friday, Saturday and Sunday classes will not meet during the Thanksgiving holiday;
 - b. Classes will not be held on Friday when the holiday is on Saturday; and
 - c. Classes will not be held on Monday when the holiday is on Sunday.
 3. The proposed College Academic Calendar presented to the College President shall contain the following items: term, final examination and grade submission dates, holidays, break periods and commencement. The approved Academic Calendar will normally be submitted to the DBOT for action prior to the March DBOT meeting.
 4. The Chief Human Resource Officer, in collaboration with the Provost/Vice President of Academic Affairs shall develop the Operating Calendar that is in agreement with the approved Academic Calendar. The Operating Calendar shall contain the following items: term, holidays, break

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periods and commencement.

5. The Registrar, in collaboration with the Provost/Vice President of Academic Affairs, Bursar and Director of Financial Aid shall develop the Registration Calendar. The Registration Calendar shall contain the following items: session dates, priority registration dates and drop and withdrawal deadline dates. The Registration Calendar shall be located in the online College Catalog.

6. Transmittal to Division of Florida Colleges: The Provost/Vice President of Academic Affairs will send a copy of the College Academic Calendar approved by the DBOT and any other requested items to the Division of Florida Colleges.

REFERENCES: FS 1001.64, 1001.65, SBE Rule 6A-10.019

Adopted Date: November 2, 1987

Revision Date: August 3, 2000, March 10, 2014, June 13, 2016