

ADMINISTRATIVE PROCEDURE MANUAL		
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BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-2.15 College Calendar		June 19, 2024

Purpose

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

Procedure

A. The Associate Vice President of Academic Operations will chair the Academic Calendar Committee which is tasked with the development of the Academic Calendar. The Academic Calendar Committee will be comprised of the following minimum representation: Registrar, Bursar, Director of Financial Aid, a faculty representative, Associate Provost of Bachelor, Career and Technical Education (BCTE) or designee, Associate Provost of Liberal Arts and Sciences (LAS) or designee, a Marketing representative and an IT representative. Once the Academic Calendar has been completed by the Academic Calendar Committee it will be forwarded to the Chief Human Resource Officer (CHRO) who 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 Executive Leadership Team (ELT) and forwarded 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 CHRO 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. For the Thanksgiving holiday, classes will not meet on the following: Friday, Saturday, and 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 CHRO, 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

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Operating Calendar shall contain the following items: term, holidays, break periods and commencement.

5. The Registrar, in collaboration with the Associate Vice President of Academic Operations, 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 ensure a copy of the College Academic Calendar approved by the DBOT and any other requested items are sent 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, June 19, 2024